

JOB POSTING



Job Title: Program Manager – Health System Strengthening

Position Type: Full time

Job Location: Monrovia

Reports To: Head of Programming

Job Summary: CRS Liberia is seeking a Health Systems Strengthening Program Manager (HSS PM) to support its current program, particularly with the start up and management of a community health project in Margibi and Rural Montserrado counties. The HSS PM will lead activity planning and implementation, monitoring/evaluation, staffing, budget oversight, and reporting and communications related to the health program. In addition, the HSS PM will work closely with the Head of Programming and the Business Development Specialist in identifying new funding opportunities, and supporting proposal writing and design efforts for HSS.

About CRS:

Catholic Relief Services (CRS) is an international non-governmental organization supporting relief and development work in over 100 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality. CRS works through local church and non-church partners to implement its programs. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

Background:

CRS has been operating permanently in Liberia since 1990, focusing specifically in the sectors of Emergency Response, Health, Justice and Peace, and Agriculture. In October 2014, CRS began its response to the Ebola Virus Disease (EVD) Outbreak in the country, working with faith based partners to improve Water, Sanitation and Hygiene facilities, establish triage, isolation/holding areas, and train medical staff in infection, prevention and control in targeted health facilities. The main objective of these interventions was to ensure that these facilities could continue routine services through the provision of quality and safe health care within the faith based health network.

Although the country declared its Ebola-free status in early January 2016, CRS, donors, partners and other actors are focusing on longer term programming to rebuild and strengthen Liberia's health systems. CRS is continuing to focus on building its presence in the health sector by providing support to maternal and child services in St. Joseph's Hospital in Monrovia as well as working to strengthen faith based health facilities in alignment with the World Health Organization's (WHO) Health Systems Framework and the Government of Liberia's Health Investment Plan. Additionally, CRS is engaging in partnership with the Christian Health Association of Liberia (CHAL) to support their network of health facilities with WASH and IPC upgrades and with the Liberian Immunization Platform (LIP)'s platform of 28 CSOs promoting and advocating for increased immunization coverage for children under five.

Specific Responsibilities:

Project Management and Design

- Oversee project management of all health projects utilizing CRS program quality standards and guidance;
- Work with partners to develop quarterly and annual work plans and timelines; monitor progress of activities to support successful implementation; coordinate adjustments as needed;
- Design, prepare, and facilitate regular workshops and meetings with key partners/ stakeholders and ensure appropriate follow up is taken;

- Identify and make recommendations on technical assistance needs; develop scopes of work and manage consultants/TDYers accordingly to address those needs;
- Work with the MEAL officer to develop an effective M&E system for the project and set up methods for developing an evidence base for demonstrating impact of project interventions
- Identify potential new opportunities for HSS based on lessons learned, CRS capacity, and donor priorities in collaboration with the Head of Programming (HoP) and Business Development Specialist (BDS);
- Work with the HoP and BDS to develop concept notes, proposals, and cost applications in line with CRS BD processes and donor requirements;
- Ensure that CRS/Liberia senior management and outside stakeholders are regularly updated on key developments and challenges associated with HSS initiatives
- Ensure timely documentation and dissemination of lessons learned and best practices in program implementation, and coordinate with the HoP to produce stories, articles, working lessons learned, and other publications for internal and external circulation

Partner Support

- Apply the CRS partnership principles in work with project stakeholders;
- Conduct periodic field visits to local partner institutions and government offices as needed;
- Maintain good relationships and effectively communicate with all relevant stakeholders;
- Lead negotiation of partnerships, MOUs and project agreements associated with HSS;
- Coordinate and/or provide necessary technical and operational support to partners as needed

Budget and Financial management

- Oversee quality budget management in line with donor and CRS requirements;
- Ensure regular monitoring of monthly budget comparison reports and ensure appropriate corrective actions are taken;
- Review partner requests for advances and analyze liquidation reports in line with CRS' sub-recipient financial management policies.

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Program Manager Competencies:

These are rooted in the mission, values, and principles of CRS and used by each program manager to fulfill his or her responsibilities and to achieve the desired results:

- Sets clear goals and manages toward them
- Collaborates effectively with staff and stakeholders
- Manages financial resources with integrity
- Applies program quality standards to project design and organizational learning

Supervisory Responsibilities: The HSS PM will manage two health program officer

Key Working Relationships:

Internal: Head of Programming, Regional Technical Advisor for Community Health and Nutrition, Business Development Specialist, Health Program Officers, Head of Operations, MEAL officer
External: CRS health partners (Christian Health Association of Liberia, National Catholic Health Council), Ministry of Health, other health NGO actors

Required Qualifications and Experience:

- Master's degree in Public Health or Masters in International Development with relevant experience in field of Health
- Minimum 5+ years of related work experience
- Demonstrated ability with project grants management, including project design, budget preparation, expenditure tracking, reporting, etc.
- Strong skills in monitoring and evaluation, including operational research
- Ability to represent CRS to donors, partners, government, and other actors
- Excellent written and oral communication skills in English
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- Strong computer skills (MS Word, Excel, Outlook and Power Point)
- Ability to think strategically and innovatively, with strong analytical and organizational skills
- Good interpersonal skills

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Interested applicants are encouraged to apply early as shortlisting will occur on a rolling basis.

Interested and qualified candidates should send their application including a cover letter with a phone number and email address, Curriculum Vitae (CV), copies of relevant diplomas/certificates and the contact details of three (3) professional references (one of which must be the current or last employer). The commencement of the advert should start on January 9, 2017 and end on January 20, 2017. The following e-mail address should be used to send your applications and documents: LR_HR@global.crs.org. Note: Hard copies of application will also be accepted.

DEADLINE FOR THE RECEIVING OF ALL APPLICATIONS IS January 20, 2017.

Women are strongly encouraged to apply.

Catholic Relief Services reserves the right to accept or reject all applications.

Only short-listed applicants will be contacted