

# **Liberia College of Physicians and Surgeons**

## **Terms of Reference**

### **Program Coordinator and Accounts Assistant**

#### **BACKGROUND**

The Government of Liberia, implementing partners, and community actors are engaged in post-ebola recovery efforts representing different perspectives. Basic needs, community level support, and non-specialized health services are being provided throughout the country. However, interventions for survivors presenting with common ebola virus disease (EVD) sequelae are limited because of the technical capacity deficit in the country. With an increasing number of survivors being identified with these sequelae, there is need to further assist the survivor community to overcome the medical and psychosocial conditions they continue to experience. Under this program, the Liberia College of Physicians and Surgeons (LCPS) will recruit and field sub-specialists on a short-term basis to train and mentor general practice physicians, mid-level health workers, residents, and medical students. The key sub-specialty areas of interest are in **ophthalmology, rheumatology, and psychology/mental health** and also general provision of care to EVD survivors and other patients at targeted hospitals in Montserrado, Bong and Lofa Counties.

LCPS is hiring a Program Coordinator, and an Accounts Assistant to support the program activities.

#### **PROGRAM COORDINATOR**

##### **Job Brief and Duration:**

LCPS is looking for a qualified and experienced Program Coordinator who will administer all program activities in cooperation with and under the direction of the LCPS Secretary General. While a qualified Liberian is preferred, it is open to Liberians and non-Liberians. The program will initially run for 6 months with an expected extension for an additional 6 months or more.

##### **Specific Duties and Responsibilities:**

1. Serve as the initial point of contact within the Liberia College of Physicians and Surgeons (LCPS) training hospitals.
2. Serve as a resource for the sub-specialty training program participants (answer questions, evaluate and resolve minor problems, make referrals as appropriate).
3. Coordinate training site rotation schedules, clinic schedules and other assignments for program participants.

4. Supervise and assist as needed with day-to-day administrative tasks such as writing up teaching/presentation schedules, resident and consultant call schedules, training program related documents, etc.
5. Support the planning and management of special events such as orientation, grand rounds, and other formal didactic events and maintain attendance reports.
6. Set up a system to monitor performance of the specialists, and maintain clinical and teaching schedules, patient registers and other required documentation for the program.
7. Assist in the design and implementation of program evaluation systems, specialist rotations, and the overall program through a variety of evaluation tools.
8. Retrieve and analyze evaluation data and prepare reports.
9. Assist the LCPS with development of monthly program briefs, periodic program reports, institutional internal reviews and all related program correspondence.
10. Provide administrative support to the faculty as a whole, attend faculty meetings and assist in carrying out decisions.
11. Perform other duties as required.

**Required Qualifications and Competencies:**

- Master's in Public Health or equivalent training preferred
- A Medical degree will be an added advantage
- At least 5 years of management or coordination experience in a health care or academic setting
- Proficient use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and able to quickly learn additional software programs and web-based systems.
- Demonstrated project management and organizational skills with ability to set priorities and work on multiple projects simultaneously
- Excellent verbal and written communication skills
- Able to work with people from different professional and cultural backgrounds
- Willing to travel outside of Monrovia to training program sites

**III. ACCOUNTS ASSISTANT**

LCPS is looking for a qualified and experienced Liberian Accounts Assistant who will provide general financial and accounting assistance to LCPS Department of Finance in the management and reporting of the project funds. He or she will work under the general direction of the LCPS Chief Accountant. The program will initially run for 6 months with an expected extension for an additional 6 months or more.. This position is limited to Liberian nationals.

**Specific Duties and Responsibilities:**

1. Assist with the monitoring of expenditures to ensure they remain within authorized levels.
2. Scrutinize source documents for completeness, accuracy and validity of charges.

3. Enter data obtained from the supporting documents into LCPS financial tracking system.
4. Prepare payment vouchers, corresponding checks, payroll and other regular payments with due consideration to deductions for applicable taxes.
5. Reconcile and review project account and performs bank reconciliation.
6. Assist with the preparation of financial reports.
7. Assist newly arriving or departing staff members with opening or closing bank accounts, exchanging currency, and other financial matters.
8. Maintain contacts with local banks to verify account status, currency exchange rates, and similar direct transactions.
9. Ensure that the books of accounts are up to date at all times, orderly, well kept, and readily available for reference and audit, when required.
10. Prepare internal control checklist and ensure that cash movements, and expenditures follow the proper protocols;
11. Review petty cash request form and approves for disbursement;
12. Conduct monthly reconciliation and review monthly Quickbooks reports;
13. Review and reconcile travel advances and travel expense report for staff ensuring appropriate documentation;
14. Ensure signatory policy is followed;
15. Complete other assignments given by supervisor.

**Required Qualifications and Competencies:**

- Bachelor's Degree in Accounting, Finance, Management, Business, or other relevant field. Master's in business administration a plus.
- At least five (5) years of professional experience in Accounting and Program Financial Management.
- Grants management and Human Resources management experience desired.
- Proficient use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to quickly learn new software programs. Experience with using QuickBooks is an added advantage.
- Ability to organize own work, set priorities and meet deadlines.
- Good verbal and written communication skills.
- Able to work with people from different professional and cultural backgrounds.

**Please send your letter of application and CV to: [lcps544@gmail.com](mailto:lcps544@gmail.com)**

**Deadline for submission of application is March 24, 2017.**