



## Position Vacancy for Senior Program Officer (Extension of Malaria Services)

**Position Reports To** : Malaria Technical Advisor  
**Positions Supervised** : County Malaria Program officer/s, Finance & Admin Assistant & Drivers  
**Locations** : Grand Gedeh, River Gee, Sinoe, Gbarpolu, or Grand Cape Mount  
**No. of Positions** : 5 positions; 1 per county

**Overview:** The Senior County Malaria program Officers will provide overall leadership, management, and oversight and day-to-day management of county level implementation of PMI/USAID's Expansion of Malaria Services (EMS) in Liberia project to ensure the scale up and maintenance of high quality malaria interventions. The project will operate for fifteen months.

This project is part of the Maternal and Child Survival Program (MCSP) in Liberia. Liberia's MCSP aims to renew confidence in primary health care facilities by restoring and bringing IPC and maternal and child health services to standard at health facilities in Grand Bassa, Lofa and Nimba Counties. The EMS Project activities will be implemented in Grand Gedeh, River Gee, Sinoe, Gbarpolu, and Grand Cape Mount counties, and will primarily work with the National Malaria Control Program at the central level.

The Senior County Malaria Program Officers will ensure that the project operates with integrity following an approved work plan, manage relations with the county health teams and partners and ensure effective coordination and communication with other projects, county level stakeholders, County/District Health Teams (C/DHTs), health facilities, and community members. S/he will ensure timely project implementation at the county level and reporting of activities to the malaria technical advisor.

### Responsibilities:

- To represent the MCSP/ EMS at the County level at all coordination meetings;
- Ensure effective coordination with County Health Teams (CHTs) and other implementing partners, to improve the management and sharing of information and alignment of MCSP activities with country and district priorities;
- Provide technical and other support, within the scope of the project, to the County and District Health Teams to strengthen their planning, oversight, implementation, monitoring and evaluation capacities for Malaria Case Management and Malaria in Pregnancy;
- Coordinate with the technical leads of the MCSP team and Central EMS staff to ensure that project goals are met in the counties;
- Provide technical assistance in building the capacity of the county and district level staff to provide quality care for Malaria in Pregnancy and case management;
- Support the Malaria technical advisor and Project Manager in resolving constraints and problems;
- Lead the development of Quarterly and Monthly Activity Plans in close collaboration with other implementing partners and CHTs and other EMS county staff;
- Provide oversight for the execution of the day-to-day activities of the project to support, as well as active monitoring of the implementation of monthly plans;

- Provide regular updates on the implementation of activities, identify challenges in a timely manner, and provide solutions / recommendations;
- Support preparation of periodic project reports to donor;
- Work with finance and project staff to develop and track project budgets;
- Complete and submit all financial expense reports, receipts and invoices as required by the program every month;
- Prepare and submit monthly progress reports as per the template;
- Work with Monitoring and Evaluation (M&E) staff to a) generate and document data; b) conduct data analysis; c) document results to guide future implementation; and d) any necessary course corrections;
- Participate in the documentation of Jhpiego activities in the county.

**Required Qualifications:**

- Clinician: Nurse, Midwife, Physician Assistant
- Minimum Qualification is a Bachelor's Degree with 7+ years of progressively responsible and directly relevant experience required
- Minimum of 5 years of experience in Program Management in Liberia
- Proven experience in the management, monitoring and evaluation of programs
- Demonstrate familiarity with the National Program and primary interventions for malaria control in Liberia
- Previous experience working in Liberia, with intimate understanding of local health system and health systems strengthening
- Technical expertise in malaria case management and malaria in pregnancy as well as monitoring and evaluation
- Excellent verbal, written and presentation skills
- Excellent skills in facilitation, team building and coordination
- Excellent interpersonal skills, communication and teamwork
- Ability to work in a complex environment with multiple tasks, short deadlines, competing deadlines and intense pressure to perform
- Ability to liaise with CHT, DHT and other partners
- Ability to develop productive working relationships with counterparts in other agencies and organizations at county level
- Proficiency in Microsoft Office
- Fluent in written and spoken English
- Live in a non-urban setting/outside of Monrovia and travel to and throughout the counties on difficult roads 80% of time.

***These positions are open to Liberian nationals only.***

Please read the instructions clearly and interested applicants should send their electronic Letter of Application & CVs to [liberiahumanresources@gmail.com](mailto:liberiahumanresources@gmail.com) including three professional referees; one of whom must be a current or last employer, include email addresses and telephone numbers. The position and location you are applying for must be indicated in your cover letter and the subject line of your email. Failure to follow the instructions for applying, your application would be denied.

The deadline for submission of application is 12 midnight local time, **Tuesday, September 12, 2017.**

Only short-listed applicants will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encouraged to apply. Failure to follow the instructions of applying, your application would be denied. For further information about Jhpiego, visit our website at [www.jhpiego.org](http://www.jhpiego.org).