



Position Vacancy

Human Resource Information System Advisor

Department: *Global Programs*

Position Reports To: *Chief of Party*

Position Supervised: *TBD*

Location: *Monrovia, Liberia*

Overview:

Jhpiego seeks a Human Resource Information System (HRIS) Advisor to provide technical leadership and project oversight in human resource health information systems for an upcoming USAID-funded Health System Strengthening project. The project will operate over a five-year period.

The position will operate under the leadership of the Technical Director and the project's senior management team, and will be responsible for the technical and methodological soundness of HRIS project activities, ensuring the design and implementation is based on scientific evidence. The HRIS Advisor will provide technical assistance at the National level to strengthen the human resource information systems, foster leadership and dissemination of HRIS standards and guidelines, provide training, coordination linkage of data to ensure consistency and that it is up-to-date, inclusive of payroll.

This position is contingent upon award from USAID. ***Liberian nationals are strongly encouraged to apply.***

Responsibilities:

- Provide technical oversight, strategic direction and definition of HRIS project activities
- Provide technical assistance to assist the MOH to coordinate implementation of the HRIS
- Provide technical expertise to the MOH in the development and dissemination of HRIS standards and guidelines
- Collaborate in the strengthening of the routine HRIS
- Build capacity in quality collection, analysis, dissemination and use of HRIS at the national level for program planning and management
- Assist the MOH in increasing the dissemination of information packaged appropriately for various stakeholder groups
- As needed, develop and/or update evidence-based training materials, standards, job aids, supervisory systems needed for implementation of the HRIS
- Provide mentoring and capacity building at the individual and organizational level in HRIS
- Actively participate in relevant technical advisory/working groups and professional forums representing Jhpiego
- Identify and implement appropriate strategies to address HRIS gaps
- Work closely with the Chief of Party and Technical Director on setting HRIS priorities and directions, and responding to requests for support from local counterparts

- Collaborate with all local stakeholders and implementing partners, especially the Ministry of Health, WHO and other US and international implementing partners, to ensure that all activities conform to the requirements and regulations
- Document successes, lessons learned and challenges in implementation as well as reports of project activities and results to the project and donor, including routine quarterly and annual reports and other reporting requirements as requested
- Document and maintain an inventory of successful tools and approaches for HRIS
- Author/co-author abstracts, presentations, and articles for journals and conferences

Required Qualifications:

- A bachelor's degree in computer science, human resource management, statistics or related field or an equivalent combination of education and experience; master's degree preferred.
- At least 3 years' experience implementing and/or providing technical assistance in HIS, HMIS, HRIS including experience in quality collection, analysis, dissemination and use of health information, or comparable.
- Demonstrated experience in data quality control; analysis, dissemination and use of health information or Human resource information
- Demonstrated experience in working with web-based information systems; experience with Business intelligence, data warehouse, GIS, mobile application can be advantage.
- Demonstrated experience in software development (system analyst or software programming) preferred
- Experience with open source HRIS or HIS technologies management and administration, preferably iHRIS software.
- Demonstrated experience providing capacity building assistance at individual and organizational levels
- Demonstrated in-depth understanding of Liberia healthcare information system, e.g, payroll, training, health or human resource systems, particularly the public health system, experience living and working in Liberia preferred
- Familiarity with United States Government's administrative, management and reporting procedures and systems
- Excellent verbal, written interpersonal and presentation skills in English
- Proficiency in Microsoft Office suite, including Excel
- Ability to travel nationally to project sites

Jhpiego offers competitive salaries and a comprehensive employee benefits package.

Please apply at www.jobs-jhpiego.icims.com

***Applicants must submit a single document for upload to include: cover letter, resume, references, and salary history.
The due date for submission of applications is May 18, 2018.***

For further information about Jhpiego, visit our website at www.jhpiego.org

Note: The successful candidate selected for this position will be subject to a pre-employment background investigation.

Jhpiego is an Affirmative Action/Equal Opportunity Employer