Position Title: Academic Program Coordinator
Reports to: Director of Medical Education & Child Health
Location: Harper (with visits to other sites)
Employment Type: Full Time

Position Overview: The Academic Program Coordinator is a member of the PIH-Liberia clinical and program team helping to build the health workforce in Southeast Liberia through training nursing and midwifery students, intern and resident physicians, and practicing health professionals of all cadres in the Maryland County. We are seeking a dynamic, highly motivated individual with strong communication, organizational and teamwork skills. This is an excellent opportunity for someone with experience and proven track record operational and administrative support to function at the next level in those areas while developing additional skills in grants management and program development.

Roles and Responsibilities

Operational support to growing clinical program:
1. Serving as the operational point of contact for trainees (resident doctors, interns, nursing students) coming to train in Southeast Liberia including:
   - coordinating travel and accommodations
   - conducting orientation to trainees and offering day-to-day operational support
   - Interfacing with clinical instructors and mentors on clinical training schedule and needs

2. Coordinating CPD trainings for health providers including:
   - developing and tracking Terms of Reference for any training activities conducted by PIH-Liberia in Maryland
   - maintaining centralizing schedule for trainings which is regularly circulated to clinical team from PIH and MOH
   - finalizing lists of trainees, sending out invites, coordinating printing of training materials, booking training space, coordinating catering, etc
   - Regular communication with M&E team to coordinate evaluation on the impact of training program

3. Providing general operational support for training program including:
   - Coordinating procurement of items needed for training programs including interfacing with operations, transportation, and maintenance teams
   - Maintain medical library and training supplies and tools for physician and nursing trainings at JJ Dossen Hospital
   - Hosting visits and preparing program overviews for high-level partners

Grants Management
- Write grant reports on program progress
- Track annual work-plan against deliverables
- Track budget expenditures on project
- Work with the Director of Medical Education to draft annual budget and work plan

**Academic Program Development:**
- Represent PIH-Liberia medical education program in meetings with clinical and education partners to strengthen the impact of our program
- Track and share opportunities for conferences, including opportunity to help draft abstracts and posters for meetings
- Assist with curriculum development and review with clinical training team
- Work with team on dissemination of program successes

**Requirements and Experience**
- Qualifications: Minimum of Bachelor’s degree in appropriate field of study (Public Health, Administration, Education).
- Master in Public health with relevant experience an added experience
- At least 2 years’ experience in staff logistics/operational support to academic training program or health NGO
- Familiarity with health workforce training in Liberia
- Competent in Microsoft Word, Excel, PowerPoint and Outlook
- Prior experience in grants management,
- Demonstrated experience of clinical leadership in University or Clinical training

**Personal Characteristics:**
- Liberian National strongly preferred
- Excellent interpersonal and intercultural communication skills,
- Verbal and written, required to effectively engage with academic and hospital leaders, partners, clinicians and trainees
- Demonstrated teamwork including: taking initiative to implement assigned tasks with minimal supervision,
- Working across different disciplines and culture to achieve a shared vision, identifying obstacles and working as a team to overcome them.
- Fluent in English with demonstrated ability to produce written reports and communication.
- Availability and enthusiasm to live and work in Harper, Maryland County with occasional travel to Monrovia
- A strong commitment to social justice and health as a human right
- An ability to be flexible and effective in the face of unexpected challenges
- Proven ability to exercise good judgement, demonstrate political astuteness and tact
- Sense of humor and flexible disposition

**Organizational Profile**
Partners In Health (PIH) is an international health organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build local capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers,
advance research, and advocate for global policy change. PIH currently has implementation programs in Haiti, Rwanda, Lesotho, Liberia, Kazakhstan, Malawi, Peru, Mexico, Russia, Sierra Leone and Navajo Nation. Through our partnership with Harvard Medical School and the Brigham and Women’s Hospital, we support a wide range of programs in dozens of other countries around the world.

Partners In Health (PIH) is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee. It is the policy of PIH not to discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion, creed, disability, sex and gender, sexual orientation, gender identity and/or expression, military or veteran status, or any other characteristic protected under applicable federal, state or local law. PIH works in and with a number of governments in and outside the U.S., and to the extent applicable, this statement is intended to incorporate the prohibition of any unlawful discrimination covered by applicable laws in such countries, states and municipalities.