



Job Description: County Manager - CEBS
Department: PACS
Supervisor: Senior Coordinator - CEBS
Location: Bong, Lofa & Nimba Counties
Duration: 12 months
Start date: March 1, 2018

Female Candidates are strongly encouraged to apply

The IRC Globally and in Liberia

The International Rescue Committee (www.rescue.org) was founded in 1933. Our mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and regain control of their future. The IRC's global 2020 strategy commits our organization to creating measurable, meaningful change in the lives of people we serve.

The IRC has worked in Liberia since 1996 and is one of the largest humanitarian actors in the country. The IRC Liberia currently operates health programs in Nimba, Lofa, Bong, and Montserrado counties. We have a varied portfolio of health projects including supporting the roll-out and implementation of the National Community Health Assistant Program under the Partnership for Advancing Community-based Health Services project (PACS).

The IRC Liberia has recently received funding from USAID as a modification to the PACS project to support the MOH and National Public Health Institute of Liberia (NPHIL) to strengthen Community Events Based Surveillance (CEBS) system. During the EVD epidemic, the MoH and partners developed the CEBS system to strengthen the country's surveillance and response capabilities. Having been shown to be an effective mechanism during the national EVD response, the MOH and NPHIL are working to expand and strengthen CEBS and apply it to other IDSR disease triggers.

PACS will strengthen epidemic preparedness and response activities through community surveillance in Bong, Nimba, and Lofa. The activities are organized under four objectives:

1. Improve coordination at the national and subnational level (county-district-community);
2. Enhance integration of surveillance activities and epidemic preparedness in community health;
3. Improve community level data collection, reporting and use through robust supervision and mentorship of Community Health Assistants/Volunteers (CHA/CHV)
4. Strengthen structures for community engagement, communication and risk messages to reduce health risks through preparedness and prevention efforts.

Position Overview

The County Manager serves as the technical lead for the CEBS component of PACS in the county, providing guidance and leadership to the PACS county team and the CHT on issues related to CEBS. The County Manager will be supported by programs and operations staff in the field office and in Monrovia. S/he will work closely with the PACS County Coordinator, the CEBS Officer and CEBS M&E Assistant and other technical staff of the PACS county team to align the CEBS component with other PACS activities being implemented in the county. On a regular basis the County Manager is expected to represent PACS with the CHT on CEBS related activities, support CHAs/NLs implementing CEBS activities in the county, visit field sites, and ensure the county and district surveillance officers and CHSS are working together efficiently and effectively for the implementation of activities.

Main Responsibilities

Coordination and Representation: (estimated 40% of time)

- Represent the PACS project to CHT at county level, coordinating closely with the County Coordinator.
- Work closely with all PACS consortium partners (IRC, Global Communities, PSI and YMCA) to work as one team to achieve the objectives of the CEBS award.
- Plan and coordinate CEBS activities with the PACS CEBS Officer and CEBS M&E Assistant.
- Ensure that CEBS activities are coordinated and aligned with other PACS activities and the CHT operational plan for 2017/2018.
- Coordinate with other implementing partners like WHO, CDC, CSOs and other community actors who are supporting CHTs and/or District Health Teams to implement community health and surveillance-related activities.

Technical Application: (estimate 40% of time)

- Work closely with the Senior CEBS Coordinator of PACS to identify and manage key technical issues that arise during implementation of activities, in collaboration with the PACS county team.
- Define program quality and ensure quality and timely support is provided to the County Surveillance Officer, District Surveillance Officer, and other actors in the county for implementation of CEBS.
- Work with the PACS M&E staff to provide appropriate mentoring and coaching of CHSS, DSO, CSO, etc. on the M&E tools and processes.
- Ensure that implementation of the CEBS activities is logically sound, beneficiary-informed and contextually appropriate, based on learning from previous projects and technical best practice, and is synchronized with other PACS activities.
- Work with the CEBS M&E Assistant to ensure the collection, collation and compilation of all project data needed for report preparation.
- Use monitoring data to track progress and the quality of project implementation performance and promptly report unusual trends to the CC and Sr. CEBS Coordinator for appropriate action.
- Support CHT in reactivating regular surveillance meetings with implementing partners and stakeholders.
- Prepare and submit regular updates to the County Coordinator and the Sr. CEBS Coordinator and all others concerned.
- Ensure that capacity building of implementing partners and stakeholders is prioritized and that all training opportunities are appropriate and of high quality.

Supervision and Monitoring: (estimated 20% of time)

- Supervise the CEBS Officer and CEBS M&E Assistant to ensure timely implementation of activities.
- Review and update monthly and quarterly work plans in collaboration with the CEBS Officer and CEBS M&E Assistant and other PACS staff as appropriate.
- Ensure that CEBS staff have the needed resources and support from the county team to efficiently carry out activities.

Job Requirements:

- Physician Assistant, BSN, or equivalent, with experience in management of emergency preparedness and response programs. A post graduate degree in public health will be an added advantage.
- 5 years of work experience, with field experience in implementing emergency programs
- Expertise or knowledge in CEBS and IDSR
- Demonstrated ability to coach and mentor partners and counterparts
- Demonstrated ability to work on a team.

- Hands-on experience with community engagement and community entry processes
- Demonstrated ability to work with volunteers and community structures at all levels
- Excellent problem solving skills and good interpersonal communication skills
- Demonstrated Knowledge of project management
- Demonstrated supervisory and leadership skills
- Fluency and strong writing skills in English;
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Experience in the Liberia health system and emergency response preferred
- Ability to travel frequently
- Willingness to be located in either Bong, Lofa or Nimba.

Working relationships

- Supervised by the Senior CEBS Coordinator for technical issues and by the County Coordinator for day-to-day activity planning and management.
- Works closely with Finance Officer, Base Manager, and other staff of the PACS team in Bong, or Nimba, or Lofa.

Standards for Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**To apply: e-mail your CV and covering letter to: IRCLiberia.Recruitment@rescue.org
County Manager- Community Events Based Surveillance -PACS as subject of your email or
 address it to: **Human Resources Department, International Rescue Committee, 11th Street Sinkor, Russell Avenue, Sinkor, Monrovia, or forward it to IRC's nearest offices in Sanniquellie, Bong, Lofa, Clearly label the envelope (Application: County Manager, Community Events Based Surveillance – (Monrovia, Montserrado County County).****

Deadline for the submission of applications is February 23, 2018 4:00 PM