

**Position:** Program Manager  
**Department:** Health and Nutrition  
**Project Name:** Step Forward  
**Location:** Foya, Lofa County  
**Project Duration:** 6 months (June 16, 2018- December 31, 2018)  
**Reporting to:** Health Sector Manager

**Job Description:** The Step Forward Program Manager will support and give oversight to all staff implementing the Step Forward in Foya, Lofa County. He/ She will support all Community HIV/AIDS activities in the district in accordance to the national HIV/AIDS protocols.

**Responsibilities / Duties (*but not limited to*):**

Overall responsibility for monitoring implementation and results of the project:

- To be responsible for managing all facets of programming and service development and delivery from proposal writing through planning, budgeting, implantation, evaluation and report writing, project HR and logistics.
- Manage and support all program staff in ensuring quality programming, project activities are implemented according to the work plan and targets met.
- Ensure proper record keeping is being carried out at each level and support in preparation, compilation and submission of monthly reports.
- Ensure appropriate project assessments and evaluations are conducted in accordance with the project guidelines.
- Submit soft and hard copies of all appropriate documentation as requested by the Health Sector Manager.
- Provide the Health Sector Manager with regular updates on program implementation.
- Coordinate with other NGO implementing HIV/AIDS activities in and out of lofa

**Requirements:**

- Willingness to travel up to 60% of the time out of Foya Town.
- Computer literacy required and any experience compiling/collecting data strongly desired.
- Budget management skills.
- 3-5 years of working with People living with HIV experience required.
- Strong administration skills and training skills required.
- Excellent communication, organization and planning skills.

**Education/Qualification:**

- A Bachelor's of Science Degree in Nursing/Public Health/ or Social Work

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Ability to maintain positive working relationships with fellow staff

**How to Apply:** Please send resume and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: Human Resource Manager or [jdayugar@samaritan.org](mailto:jdayugar@samaritan.org) and copy [kbamakpa@samaritan.org](mailto:kbamakpa@samaritan.org) and [psavice@samaritan.org](mailto:psavice@samaritan.org). **Deadline for applications May 25th, 2018 @ 5:00 PM.** Only shortlisted candidates will be contacted.