



JOB TITLE: Senior Coordinator, CEBS – Community Event-based Surveillance
LOCATION: Monrovia, Liberia
START DATE: ASAP
DURATION: 12 months with extension based on performance
SALARY BAND: Practicing Professional (6A)
REPORTS TO: Deputy Chief of Party, PACS Project

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 been awarded \$5 million by USAID as a modification to the PACS project to support the MOH and National Public Health Institute of Liberia (NPHIL) to strengthen the 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 Senior Coordinator serves as the technical lead for the CEBS component of PACS, providing leadership for a team of approximately 9 staff based in three counties (Bong, Nimba and Lofa). The Senior Coordinator will be supported by programs and operations staff in each field site and in Monrovia. S/he will work closely with the leaders of the PACS technical teams, the Senior M&E advisor and the PACS County Coordinators to align the CEBS component with the larger PACS strategy. On a regular basis the Senior Coordinator is expected to represent PACS with the MOH and NPHIL, coach and mentor staff, visit field sites, and assure the programs and operations teams are working together efficiently and effectively for the implementation of the project.

Main Responsibilities

Coordination and Representation: (estimated 35% of time)

- Represent the project as part of PACS to MOH and NPHIL at national and county levels, coordinating closely with the Deputy Chief of Party, technical team leads, Sr. M&E Advisor, and County Coordinators.
- Assure that the consortium partners (IRC, Global Communities, PSI and YMCA) work as one team to achieve the objectives of the CEBS award.
- Assure that the CEBS activities are coordinated and aligned with PACS activities.
- Coordinate with Plan International, WHO, CDC and other actors who are supporting MOH County and/or District Health Teams to implement the National Community Health Assistant Program and surveillance-related activities.
- Liaise with other stakeholders in the counties to ensure maximum support in the smooth implementation of project activities



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Technical leadership: (estimate 25% of time)

- Define key technical issues that arise during implementation of activities, in collaboration with the PACS COP and DCOP.
- Define and hold PACS staff accountable for quality and timely support to the MOH County and District health teams for implementation of CEBS.
- Work with the PACS Senior M&E Advisor to develop appropriate M&E tools and processes.
- Use monitoring data to track progress and the quality of project work and take corrective action.
- Assure 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.
- Assure the collection, collation and compilation of all project data needed for report preparation.

Staff management: (estimate 15% of time)

- Provide technical oversight to the 3 CEBS managers in the counties. Clearly set expectations for performance and manage those expectations.
- Coordinate closely with the PACS County Coordinators to ensure timely implementation of activities at county/district levels.
- Coordinate with the PACS Sr. M&E Advisor to ensure that county-based M&E officers are collecting and reporting data on a timely basis.
- Communicate widely and transparently with all staff as appropriate and needed.
- Assure that staff capacity is built to do their jobs and that all trainings are appropriate and of high quality.
- Coordinate with relevant staff to ensure that support required for implementation of activities is provided promptly at all times.

Fiscal and grants management: (estimated 20% of time)

- Work with other PACS staff to develop an implementation plan and adjust the budget accordingly, based on the information in the proposal, and using all required donor templates.
- In collaboration with the Grants Coordinator and Sr. M&E Advisor, lead the preparation of reports for review and on-time submission by the COP to USAID.
- Take primary responsibility for assuring that all procurements and expenditures meet IRC and donor compliance regulations, including documentation.
- Assure that the program activities as defined in the award agreement are implemented on time, adequately resourced, measured and monitored.
- Review the project's spend rates, procurements, and progress against indicators on a monthly basis with the support of the Finance & Admin. Director, Global Community, & Grants Coordinator; hold staff accountable to follow up action points.

Job Requirements:

- A clinical degree (MD, BBS, CNM, RN) or an advanced public health degree (e.g. DrPH, MPH), or health administration degree (e.g. MBA) with at least 5 years of professional experience.
- Expertise or knowledge in CEBS and IDSR
- Demonstrated ability to coach and mentor partners and counterparts
- Demonstrated ability to manage a budget and a team.
- Hands-on experience with community engagement and community entry processes
- Demonstrated ability to work with volunteers and community structures at all levels
- A track record of being solutions-oriented and proactive.
- Compassion and a sense of humor.
- Ability to travel frequently
- Strong technical writing skills as well as high computer literacy.



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- Fluency in English.

Working relationships

- Reports to the Deputy Chief of Party, PACS
- Works closely with Grants Coordinator, PACS COP and all PACS team leaders and County Coordinators in Bong, Lofa and Nimba.

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 Senior Coordinator, 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: Senior Coordinator, Community Events Based Surveillance – (Monrovia, Montserrado County County).

Deadline for the submission of applications is February 13, 2018 4:00 PM