



Seeking Multiple Operations Candidates

Liberia Health Systems Strengthening

Chemonics seeks multiple administrative and operations candidates for the anticipated USAID Liberia Health Systems Strengthening (HSS) project. The purpose of this project is to provide targeted support to strengthen the Liberian health system through improving leadership and governance, reinforcing health information systems for use of data for decision making, strengthening community level health services, and addressing challenges with water sanitation and hygiene. The program will enhance the capacity of the Liberian Ministry of Health to support the necessary health systems and policies required to provide high quality services across Liberia.

We are seeking operations candidates to fill the following roles:

The **senior operations manager** reports to the finance and operations director and will oversee all aspects of office procurement, administration, human resources, project logistics, and domestic travel in compliance with U.S. government regulations, Chemonics' corporate and field office policies, and Liberian law.

- Minimum 5-7 years of experience supporting office administration, human resources, and procurement for an office of comparable size, preferably on a USAID-funded project.
- University degree in administration, development, or a related field preferred.
- Knowledge of USAID and procedures, especially procurement and cost accounting principles.

The **senior finance manager** reports to the finance and operations director and is responsible for managing the financial accounting operations of Liberia HSS's field transactions in compliance with USAID regulations. This individual is responsible for training and supervising other financial team members. The senior finance manager will liaise frequently with the home office country team to ensure smooth financial operations, accurate budgeting and forecasting, and timely invoicing.

- Minimum 5-7 years of experience in financial management for an office of comparable size, preferably on a USAID-funded project.
- University degree in accounting, business administration, or other related field.
- Knowledge of USAID and procedures, especially procurement and cost accounting principles.
- Experience with Chemonics accounting software preferred

The **procurement manager** will manage all administrative, contractual, and operational aspects related to the procurement of equipment and supplies for the Liberia HSS project, ensuring quality standards are met, and all procurements are cost-effective and compliant with Chemonics and USAID regulations. The procurement specialist will provide guidance and oversight to the Liberia HSS staff, subcontractors, and vendors regarding procurement processes.

- Minimum 5 years of experience supporting procurement for an office of comparable size, preferably on a USAID-funded project.
- University degree in administration, development, or a related field preferred.
- Knowledge of USAID and procedures, especially procurement and cost accounting principles.
- Strong administrative, organizational, and written and verbal communication skills required.

The **IT manager** will manage the Liberia HSS information technology platform by providing technical solutions and support for the project office and staff. The IT manager will be responsible for project wide IT performance.

- Minimum 3-5 years supporting IT for an office of comparable size, preferably on a USAID-funded project
- University degree in information technology, computer science, or a related field required

The **finance staff** will report to the senior finance manager and are responsible for assisting with the financial accounting operations of the Liberia HSS transactions in compliance with USAID regulations. These individuals are responsible for supporting financial operations, accurate budgeting, and timely invoicing under the guidance of the senior finance manager and director of finance and operations.

- Minimum 3-5 years of experience in financial management for an office of comparable size, preferably on a USAID-funded project.

- University degree in accounting, business administration, or other related field.
- Knowledge of USAID and procedures, especially procurement and cost accounting principles.
- Experience with Chemonics accounting software preferred.

The **driver** will ensure that Chemonics staff and any partner staff are transported safely within Monrovia and throughout Liberia. S/he will be familiar with the driving environment in Liberia and will comply with local traffic laws.

- Minimum 3-5 of experience driving in Liberia, at least 1 year of experience driving in Monrovia
- Experience in USAID-funded public health programs or other development programs a positive

The **administrative assistant** will support the functioning of the project office. S/he will work closely with the operations manager to provide support with human resources, operations, security, administrative, and logistical support as needed.

- Minimum 3-5 years of experience in project administration
- Experience in USAID-funded public health programs in a developing country context

The **receptionist** will ensure that proper access controls are followed for staff and visitors, and will work with the administrative assistant and operations manager to provide support with human resources, operations, security, administration, and logistical support as needed.

- Minimum 1-2 years of office experience

Qualifications: All applicants must meet the below requirements in addition to the position listed above under each title.

- Excellent interpersonal, written and oral communications skills; proven diplomatic and public relations skills.
- Strong PC skills to include knowledge of Microsoft Word, Excel, PowerPoint, Outlook, internet research and database use required.
- Authorization to work in Liberia required.
- Fluency in written and spoken English preferred

Application Instructions:

Please apply through https://ghdrecruit.formstack.com/forms/liberia_health_systems_strengthening. Candidates will be reviewed on a rolling basis until the positions are filled. No telephone inquiries, please. Finalists will be contacted.

In addition, please download and complete Chemonics' [equal employment opportunity self-identification form](#) and submit it separately to EEOselfidentify@chemonics.com with only Liberia UHSS in the subject line. If you prefer not to disclose your sex, race, or ethnicity, you may check "I do not wish to complete the information requested." Thank you for completing the form and supporting our equal employment opportunity reporting requirements.

Chemonics is an equal opportunity/ Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, or protected veteran status, genetic information, age, membership in an employee organization, or other non-merit factors.