



JOB Vacancy

Job Title: Assistant Health Sector Manager
Department: Health and Nutrition
Location: Monrovia
Reporting to: Health Sector Manager
Duration: July 1- December 31, 2019

The Assistant Health Sector Manager reports to the Health Sector Manager and will work closely with all health project managers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Represent the Health Office at MOH (Ministry of Health) meetings as required.

Support program managers in report writing, data collection, impact stories and all communications.

Provide administrative and technical support to health sector manager and assistant in providing duties.

Liaise with partners, government, donors and other stakeholders where appropriate and needed as it relates to health.

Assist Health Sector Manager in all requested duties of the health office.

Follow up on procurement from the health office and update managers on the field.

Assist in contributing to health proposal design.

Support program managers in budget management and tracking and monitoring project information.

REQUIREMENTS

- Master's Degree Public Health (MPH).
- Five years of experience in development, capacity-building and/or program support preferred.
- Excellent analytical, computer and communication skills.
- Positive attitude.



- 5 years of health programming and reporting
- Compliance with SPL mission and below core values and competencies.

CORE VALUES AND COMPETENCIES

Integrity: The Health Support Office should be honest and respectful; she/he should be prepared to report any incidence of misconduct, including suspicion of theft or misuse of project resources.

Professionalism: Respect the employer and fellow employees at all times; hard work and motivation to excel are expected; focus on the tasks at hand with attention to detail and achievement of intended results; show pride in work and positive attitude under pressure; observe punctuality, meet deadlines and display courtesy to others; organize time and resources.

Critical thinking: Analytical capacity with ability to plan in advance, research as needed and take initiative; ability to evaluate and synthesize information and make decisions and recommendations accordingly; creative thinking and problem solving.

Teamwork: Collaborate extensively with Health Sector Manager, Project managers, Project coordinators, field staff, finance and program development unit; place the team needs above personal agenda; support group decisions; share ideas with team and accept responsibility for tasks; remain gracious with others' shortcomings.

Faith: Compliance with SPL mission statement and Christian values.

How to Apply: Interested and qualified applicants should please send resume and cover letter to Samaritan's Purse Office, ELWA Campus: Alternatively, you may send your application by email to jdayugar@samaritan.org and copy kbamapka@samaritan.org and psavice@samaritan.org. Please ensure that all applications delivered in sealed envelopes are registered with **SPiR** security.

DEADLINE FOR RECEIVING OF ALL APPLICATIONS IS Wednesday June 5, 2019 at 5pm. Only shortlisted candidates will be contacted.