



Warner Avenue Between 10th & 11 Sinkor, Monrovia, Liberia.

Job Title: Non-Communicable Disease (NCD) Physician Assistant

Positions 1

Organization Overview

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low-and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems. CHAI was founded in 2002 in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. In 2006, CHAI was the first international NGO to help Liberia's government rebuild after a decade-long civil war in Liberia had killed an estimated 270,000 people, decimated the nation's health infrastructure, and hindered the country's ability to deliver vital health and social services. The partnership between Liberia's Ministry of Health (MOH) and CHAI evolved from being HIV specific to addressing cross-cutting health systems challenges.

Project Overview

CHAI will support the expansion of the PEN-Plus model of care in Liberia to improve screening, diagnosis, management, and follow-up for the core conditions of Type 1 diabetes (T1D), rheumatic heart disease (RHD), sickle cell disease (SCD), and for other priority severe NCDs. This expansion builds upon broader learnings from PEN-Plus implementation across 15 countries globally, including at Liberia's PEN-Plus pilot site at JJ Dossen Hospital of Maryland. CHAI will support the establishment of a PEN-Plus clinic at the CB Dunbar Hospital in Bong County through targeted interventions to decentralize PEN-Plus services and bring high-quality, patient-centered care closer to communities. We are seeking to fill multiple positions with individuals with a strong commitment to patient-centered care, health system strengthening, and the integration of PEN-Plus services into broader hospital and community health systems, in alignment with CHAI's mission and values.

Clinical Responsibilities

- Conduct comprehensive patient assessments, diagnosis, and management in line with MOH and PEN-Plus protocols. Provide counseling and health education to patients and caregivers on disease management, adherence, and lifestyle changes. Manage acute and chronic complications, referring patients when necessary.
- Ensure accurate documentation in patient records, registers, and electronic systems.
- Lead multidisciplinary case discussions and mentor clinical staff, including nurses and students. Participate in PEN-PLUS outreach, screening, referral, and follow-up activities. Report complicated cases or emergencies to the Clinical Lead/Medical Director.
- Support planning, implementation, and monitoring of PEN-PLUS services at CB Dunbar Hospital. Support quality improvement initiatives and operational planning. Contribute to data collection, analysis, and reporting of PEN-Plus indicators for decision-making and program improvement. Participate in training, mentoring, and capacity building of MOH staff and community health workers. Receive supervision and mentoring from the CHT NCD focal person and/or other senior clinicians and PEN-Plus master trainers.
- Collaborate with hospital departments to ensure service integration across outpatient, inpatient, laboratory, pharmacy, and community health programs. Liaise with pharmacy and hospital operations to ensure consistent availability of essential NCD drugs, supplies, and equipment.
- Represent PEN-PLUS in hospital, county, and national coordination meetings. Participate in cross-country and global PEN-Plus case calls and other learning sessions. Carry out any other tasks assigned by the Clinical Lead, especially those related to strengthening PEN-PLUS integration into other health services.

Required Qualifications

- **Certified Physician Assistant with a valid license from the Liberia Medical and Dental Council. Diploma, Associate, or Bachelor of Science in Physician Assistant Studies. At least 2–3 years of post-qualification clinical experience in a hospital or primary care setting.** Strong clinical skills in diagnosis, treatment, and chronic disease management.
- Excellent written and verbal communication skills in English. Proficiency in the use of Microsoft Office required (Word, Excel, PowerPoint, Outlook), and able to use smartphones and tablets
- Organized and meticulous attention to detail and effective time management; ability to meet deadlines; ability to work with minimal supervision. Ability to work independently and collaboratively within a multidisciplinary team. Prior work experience in rural Liberia or similar low-resource settings.
- Preferred: Experience managing severe NCDs (e.g., diabetes, sickle cell disease, rheumatic heart disease). Prior involvement in programmatic roles such as training, supervision, data management, or quality improvement. Experience in mentoring and supporting junior clinical staff. Training in nutrition and patient education/support.

Job Title: Non-Communicable Disease (NCD) Senior Professional Nurse

Positions 1

Responsibilities – clinical & programmatic

- Conduct patient assessments, triage, and follow-up for all PEN-Plus clinic clients; Administer prescribed medications, insulin, and other therapies, while monitoring patient responses. Provide education and counseling to patients and caregivers on disease management, adherence, nutrition, and lifestyle modification.
- Collect and record clinical data, laboratory results, and treatment outcomes; promptly report abnormalities to the PEN-Plus clinician. Record and maintain accurate registers, charts, and reports as required by CB Dunbar Hospital, MOH, and the PEN-Plus program. Support case management, including referrals and follow-up of patients with complications.



- Collaborate closely with clinicians, pharmacists, laboratory staff, and community health workers to ensure integrated care delivery. Uphold infection prevention and control practices within the clinic and across hospital units. Participate in multidisciplinary meetings, clinical audits, and quality improvement initiatives to strengthen PEN-Plus service delivery. Engage in capacity-building and professional development opportunities to enhance knowledge and skills in NCD care.

Required Qualifications

- **Registered Nurse (RN) with a valid license from the Liberian Board for Nursing and Midwifery. Bachelor of Science in Nursing (BSN). Minimum of 3 years clinical nursing experience.** Strong counseling and patient education skills.
- Excellent written and verbal communication skills in English. Competent in the use of Microsoft Office required (Word, Excel, PowerPoint, Outlook) and able to use smartphones and tablets
- Well-organized, detail-oriented, and able to manage time effectively to meet deadlines with minimal supervision. Demonstrated ability to work both independently and collaboratively within a multidisciplinary team.
- Preferred: Experience in chronic disease management (e.g., diabetes, sickle cell disease, rheumatic heart disease) or hospital-based NCD care. Prior work experience in rural Liberia or similar low-resource settings.

Job Title: Non-Communicable Disease (NCD) Nurse

Positions 1

Responsibilities – clinical & programmatic

- Conduct patient assessments, triage, and follow-up for all PEN-Plus clinic clients. Administer prescribed medications, insulin, and other therapies, while monitoring patient responses. Provide education and counseling to patients and caregivers on disease management, adherence, nutrition, and lifestyle modification. Collect and record clinical data, laboratory results, and treatment outcomes; promptly report abnormalities to the PEN-Plus clinician. Record and maintain accurate registers, charts, and reports as required by CB Dunbar Hospital, MOH, and the PEN-Plus program.
- Support case management, including referrals and follow-up of patients with complications. Collaborate closely with clinicians, pharmacists, laboratory staff, and community health workers to ensure integrated care delivery. Uphold infection prevention and control practices within the clinic and across hospital units.
- Participate in multidisciplinary meetings, clinical audits, and quality improvement initiatives to strengthen PEN-Plus service delivery. Engage in capacity-building and professional development opportunities to enhance knowledge and skills in NCD care.

Required Qualifications

- **Registered Nurse (RN) with a valid license from the Liberian Board for Nursing and Midwifery. Bachelor of Science in Nursing (BSN). Minimum of 1.5 years of clinical nursing experience.** Strong counseling and patient education skills.
- Excellent written and verbal communication skills in English. Competent in the use of Microsoft Office required (Word, Excel, PowerPoint, Outlook) and able to use smartphones and tablets
- Well-organized, detail-oriented, and able to manage time effectively to meet deadlines with minimal supervision. Demonstrated ability to work both independently and collaboratively within a multidisciplinary team.
- Preferred: Experience in chronic disease management (e.g., diabetes, sickle cell disease, rheumatic heart disease) or hospital-based NCD care. Prior work experience in rural Liberia or similar low-resource settings.

Job Title: Non-Communicable Disease (NCD) Patient Support Specialist

Positions 1

Responsibilities

- Design, implement, and manage patient support plans that address the psychosocial, educational, and advocacy needs of patients with chronic conditions.
- Develop evidence-based eligibility criteria for patient support based on clinical indicators, psychosocial needs, and resource availability; standardized protocols for patient assessment, enrollment, and monitoring (including of self-management at home). Establish clear pathways for patient referral and enrollment into appropriate support programs.
- Implement quality improvement measures based on patient feedback and clinical outcomes; maintain documentation standards for all patient support activities and interventions.
- Design and implement comprehensive patient education curricula covering disease management, treatment adherence, lifestyle modifications, and self-care skills. Conduct individual and group patient education sessions using various teaching methodologies, including for peer educators as part of strengthening support networks for patients and their families. Facilitate the convening of patient groups by providing effective structures, topics, and activities that promote peer interactions.

Required Qualifications

- **Bachelor's degree in clinical medicine, health sciences, or public health. Minimum of 3 years of relevant clinical or public health experience related to patient-centered care, preferably in a health facility setting.**
- Demonstrated knowledge of all aspects of patient counseling, patient-centered care, and community engagement. In-depth understanding of social determinants of health and their impact on patient outcomes; health equity awareness and ability to address disparities. Exceptional interpersonal skills, humility, and cultural sensitivity for diverse backgrounds and beliefs.



- Strong written and verbal communication skills in English. Proficient in the use of Microsoft Office required (Word, Excel, PowerPoint, Outlook) and able to use smartphones and tablets. Demonstrated ability to work independently and collaboratively within a multidisciplinary team. Prior work experience in rural Liberia or similar low-resource settings.
- Preferred: Certifications or additional specialty in NCD patient support are highly preferred.

Job Title: Non-Communicable Disease (NCD) Data Coordinator

Positions 1

Responsibilities

- Collect, enter, clean, and maintain accurate patient and service data in electronic and/or paper-based systems. Ensure timely submission of weekly, monthly, and quarterly reports in line with reporting requirements.
- Track clinic performance indicators and generate summary statistics for program monitoring and evaluation. Work closely with clinical staff to ensure data completeness, accuracy, and consistency.
- Support the development and use of data collection tools and reporting templates. Maintain confidentiality and secure storage of patient records and clinic data. Identify data quality issues and work with the team to resolve them.
- Provide routine feedback to clinic management on data trends and service utilization. Support external reporting to the Ministry of Health, donors, and partners as required. Participate in periodic data review meetings and contribute to quality improvement initiatives.

Required Qualifications

- **Bachelor's degree in public health, Statistics, Information Management, or a related field. At least 2–3 years of experience in data management, preferably within a healthcare or clinical setting.**
- Strong knowledge of health information systems (DHIS2, EMR, or other relevant platforms). Demonstrated experience in data entry, analysis, and reporting. Proficiency in Microsoft Office (Excel, Word, PowerPoint) and basic statistical software (SPSS, STATA, or similar).
- Strong organizational skills with attention to detail and accuracy. Ability to work collaboratively with clinical and non-clinical staff. Good communication skills, both written and verbal. Commitment to maintaining confidentiality and ethical data management practices. Experience working with chronic disease or NCD program data is an advantage.

Please send your CV/resume in PDF format by email to liberiahr@clintonhealthaccess.org. In the subject of the email, please indicate "PEN-Plus" as well as indicate the position you are applying for. Applications that do not follow these guidelines will not be reviewed. Applications will be reviewed on a rolling basis.