



## JOB VACANCY

**Position Title: Project Coordinator (Medical Doctor/Clinical Officer/Physician Assistant)**

**Duty Station: Monrovia/West Point**

**Reports To: Health and Nutrition Program Manager**

**Contract Duration: One year (January to December, 2025)**

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### **MISSION STATEMENT**

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

### **JOB SUMMARY**

The Mobile Medical Unit (MMU) Project Coordinator (Medical Doctor/Clinical Officer) will work as part of the MMU and provide general outpatient consultation services for West Point communities. This position works directly with the Health & Nutrition Program Manager to maintain standards, resolve problems, and assist in implementing change to provide quality services to patients. The clinical officer will be responsible for performing general and specialized medical duties, such as diagnosing and treating disease and injury, ordering and interpreting medical tests, performing routine medical procedures, and referring patients to other practitioners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contribute to the overall delivery of care to target remote communities as part of the
- Responsible for providing outpatient consultations and services.
- Has an up-to-date understanding of the management of the most common diseases and conditions in Liberia, such as malaria, Acute Watery Diarrhea (AWD), Upper Respiratory Infections (URTI), and pneumonia, meningitis, for example, and non-communicable diseases such as hypertension.
- Provides safe prescribing and appropriate use of medications.
- Offers hands-on clinical instruction and support to the nurses and the midwife as required.
- Adheres to professional code of conduct and practices infection prevention and control, adhering to standard precautions and appropriate use of PPE when needed.
- Is guided by the Ministry of Health Guidelines for Primary Health Care in Liberia.
- Attend to patients and staff spiritual/ emotional needs as appropriate.
- Maintain a clean, tidy, safe, and healthy work environment
- Ensure thorough documentation and reporting to meet the requirements of the County Health Department (CHD), the State Ministry of Health (SMOH), SP IHQ, and any other donors. Prepare and submit weekly, monthly, quarterly, and other relevant reports to the Health Program manager as directed.

- Understand and contribute to the Monitoring, Evaluation, Accountability, and Learning (MEAL) requirements and expectations and maintain/input data if needed.
- Take part in coordination meetings as required by the PM.
- Fully participates in setting up and packing away the MMU when they reach their target location.
- Fully participates as directed by the PM in checking the inventory in the store and the MMU packs, re-stocking the transport supplies, and re-ordering supplies in a timely way.
- Actively participate in continuing medical education sessions.
- Take responsibility and account for equipment and supplies under his/her care.
- Be willing to travel through rough terrain, possibly on a motorbike, to reach remote communities.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors, and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- With a generous and serving spirit, perform all other tasks & responsibilities assigned for the benefit of SP.

## **QUALIFICATIONS**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **EDUCATION AND EXPERIENCE**

- B.Sc/Diploma in clinical medicine or PA from a recognized institution,
- Additional training and practice in health care management, including HIV/AIDS and counseling, will be an added advantage.
- At least three years of related work experience with NGO community and public health programs based at a well-established medical health facility/ project.
- Experience working in community-based activities.
- Favorable to someone with experience in medical response to disaster areas and surveillance and control of communicable diseases in outbreak areas.
- Sensitivity to the needs and priorities of vulnerable populations.
- Strong communication skills, with excellent written and spoken English.
- Strong leadership skill and team management skills.
- Adaptable, flexible, and mature in judgment.
- Good assessment, analytical, planning, and reporting skills.
- Understanding of medical ethics and patient education.
- Skilled in community mobilization, facilitation, and health promotion.
- Confident and proficient in the use of MS Office.
- One year of college-level Biblical studies is strongly preferred.



#### **SKILLS REQUIRED**

- Flexibility, adaptability, and patience.
- Willing to build local national staff capacity by utilizing training and coaching skills.
- Analytical and problem-solving skills.
- Cross-cultural awareness and sensitivity to cultural differences.
- Working knowledge and adherence to MoH or WHO guidelines for health care management in Liberia.
- Awareness of gender issues.
- Drivers license/ experience driving a motorbike or willing to learn

**How to apply:** Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager or by email to: [psavice@samaritan.org](mailto:psavice@samaritan.org) and copy [EPerry@samaritan.org](mailto:EPerry@samaritan.org) , [THussein@samaritan.org](mailto:THussein@samaritan.org) and [PTWilson@samaritan.org](mailto:PTWilson@samaritan.org). Deadline for submission of all applications is Monday, January 20, 2025 at 5:00pm. Only short-listed applicants will be contacted.