



# Samaritan's Purse

INTERNATIONAL RELIEF

## JOB VACANCY

**Position Title: Community Health Program Manager**

**Duty Station: Sanniquellie District, Nimba County**

**Reports To: Assistant Senior Program Manager (ASPM)**

### **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 Community Health Program Manager will provide overall leadership and coordination for the Community-based Maternal, Neonatal, and Child Health (CB-MNCH) Project implemented in Sanniquellie and Saclepea Districts, Nimba County. The role is responsible for ensuring high-quality implementation of integrated community-based MNCH, health systems strengthening, and Gospel interventions—**including the Care Group Model**—aimed at reducing maternal, neonatal, and under-five mortality while sharing Christ's love. The Community Health Program Manager will oversee the design, implementation, and supervision of the **Care Group approach**, including the recruitment, training, and mentoring of community health volunteers and Care Group Promoters to deliver evidence-based, behavior-change health messages at the household level. The position will also oversee project planning, staff supervision, coordination with the Ministry of Health and partner churches, budget management, monitoring and evaluation, reporting, and regular field supervision to ensure project objectives are achieved in line with Samaritan's Purse standards, Care Group best practices, and national health policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- workbook, budget, and procurement planner in collaboration with PDU, Operations, Finance, Develop and oversee the project work plan, **Care Group activity schedule**, monitoring and Senior Programs.
- Provide overall leadership for the implementation of **community-based MNCH interventions using the Care Group Model**, ensuring fidelity to evidence-based behavior change and household-level health promotion approaches.
- Oversee all human resource activities related to the project, including recruitment and management of **Care Group Promoters, community health staff, and supervisors**, ensuring contracts are in place and staff are adequately trained.
- Manage and support all program staff to ensure project activities—including **Care Group meetings, household visits, community dialogues, and referral follow-up**—are implemented according to the approved work plan and performance targets.
- Coordinate regularly with government line ministries (including the Ministry of Health), health facilities, and partner churches to ensure alignment with **national community health policies, MNCH strategies, and Care Group implementation standards**.
- Ensure proper record keeping and reporting at all levels, including **Care Group monitoring tools, CHV activity logs, referral records, and monthly activity reports**.



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- Coordinate all aspects of program logistics, including **Care Group trainings, supervision visits, community meetings, monthly hot meal provision, staff movement, procurement, and distribution of health education materials and supplies.**
- Submit accurate and timely soft and hard copies of all required project documentation to the Community Development Sector Manager.
- Provide the Senior Programs Manager with regular (weekly) updates on project implementation status, including **Care Group coverage, household reach, key MNCH indicators, and field challenges.**
- Monitor and approve program expenditures and prepare financial requests and reports, including monthly PARs, Requests for Funds, cash advances, and Field Expenditure Reports, ensuring cost-effective implementation of **community health and Care Group activities.**
- Oversee all project monitoring and evaluation activities; liaise with the M&E Program to support **baseline, routine monitoring, and final evaluations**, including Care Group performance and behavior change indicators.
- Spend approximately **60% of time supervising field-level activities**, including Care Group sessions, promoter meetings, household visits, and supportive supervision of community-based staff.
- Take responsibility and accountability for project equipment, supplies, and **Care Group materials** under his/her care.
- Be willing to travel through rough terrain, including by motorbike, to reach remote communities and supervise community health activities.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors, volunteers, and project communities.
- Maintain a strong Christian witness to colleagues, vendors, community health workers, beneficiaries, and the general public.
- With a generous and servant-hearted spirit, perform all other duties as assigned in support of Samaritan's Purse's mission.

## 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

- Bachelor's degree in Health, PA, Community Development, or a related field.
- 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.
- Budget management skills and experience.
- 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 skills 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 alternatively, by email to: [SPLiberiaHR@samaritan.org](mailto:SPLiberiaHR@samaritan.org) Deadline for submission of all applications is Monday, January 26, 2026 at 5:00 PM. Only short-listed applicants will be contacted.