



#### **JOB VACANCY**

<b>Position Title</b>	: Training Officer, Maternal Neonatal Child Health (MNCH) Project
<b>Duty Station</b>	: Sanniquellie and Saclepea, Nimba County
<b>Reports To</b>	: Program Manager (PM)
<b>Contract Duration</b>	: October - December 2025

#### **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 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 Training Officer will coordinate and conduct all the required training activities as mentioned in the project document as means of upgrading the capacities and skills of the project beneficiaries during the course of the project. He/She will coordinate closely with his/her CHT/DHT counterparts on schedules trainings in ensuring they are well informed of all the implementation of project activities during the period of implementation.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create training schedules for all require trainings, track and create reports on outcomes of all training and maintain training records for the project.
- Training Officer should be able to use the best training methods for a specific purpose or audience.
- Should conduct a monthly tracking of training impacts or progress.
- Recommend training materials and methods, order and maintain in-house training equipment and facilities and manage the budget set for training.
- Conduct hands on mentoring & coaching as necessary for staff during supervision visits.
- Assist in the organization and monitoring of mother/father to mother/father support group meetings.
- Help Organize and Participate in regular monthly joint Supportive supervision along with the CHT/DHT
- Write monthly narratives and send to Program Manager for editing and onward submission to Health Sector Manger
- Conduct awareness activities at community level with community leaders and dwellers on the MNCH activities (either via radio talk shows or physical visitations)
- Provide the Program Manager with weekly updates on program implementation.
- Submit all financial liquidations on a weekly and monthly basis or as required.
- Willingness to spent 75% time on project activities in the field.
- Any other responsibilities as required by your supervisor.

#### **TECHNICAL QUALIFICATIONS**

- Excellent time management skills, public speaking skills, problem-solving skills and both verbal and written communication skills.
- Proficiency in word processing and presentation software
- Ability to operate media equipment such as projectors and personal computers
- Knowledge about traditional and modern training methods and techniques
- Exceptional organization skills, leadership and interpersonal skills.



- Ability to handle multiple assignments and assess and analyze data
- Ability to maintain positive working relationships with fellow staff
- Ability to perform each essential duty satisfactorily.

#### **CORE VALUES/COMPETENCIES**

- Spiritual Maturity
- Humility
- Integrity
- Teamwork.

#### **EDUCATION AND EXPERIENCE NEEDED**

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.

- A Bachelor's of Science Degree (PA/Midwife/Nursing/Public Health or its equivalent as it relates to the position)
- 3-5 years of working within health-related field.
- Must have computer knowledge working in Micro-soft, Excel, Power Point etc.

**How to apply:** Interested applicants should send CVs and cover letter to Samaritan's Purse Office Sugar Hill Community, Sanniequellie: HR Manager alternatively, by email to: [SPLiberiaHR@samaritan.org](mailto:SPLiberiaHR@samaritan.org) Deadline for submission of all applications is Friday, October 3, 2025 at 4:00pm. Only short-listed applicants will be contacted.