



**Liberian Board**  
For  
**Nursing and Midwifery**  
Ministry of Health, R.L  
Email: nursingboardlib@gmail.com / info@lbnm.gov.lr  
[www.lbnm.gov.lr](http://www.lbnm.gov.lr)  
Tel#: +231 (0) 880510942



## VACANCY ANNOUNCEMENT

**Job Title: Indexing & Registration Manager**

**Duty Station: Monrovia with travels in and out of Liberia**

**Reports to: Registrar/Executive Secretary, Liberian Board for Nursing and Midwifery**

The Liberian Board for Nursing and Midwifery (LBNM) is the ultimate authority in regulating the nursing and midwifery professions in the Republic of Liberia and progressively leads nursing and midwifery development to their highest level of excellence for the health and safety of the public.

The mission of the Liberian Board for Nursing and Midwifery is to protect the public's health and safety by providing reasonable assurance that the people who practice Nursing and Midwifery are competent and ethical practitioners with the necessary knowledge and skills required by their titles and roles under the laws of Liberia.

The Liberian Board for Nursing and Midwifery (LBNM) is an Autonomous Regulatory Body that works with other partners and stakeholders in the Republic of Liberia.

LBNM is in search of a professional Liberian whose training is in Nursing/Midwifery and/or other related areas in Health Regulation & Compliance to serve as **REGULATION AND COMPLIANCE DIRECTOR**.

### **Required Qualifications**

#### **EDUCATION**

- BSc in Nursing or Midwifery, from an accredited Nursing and Midwifery professional institutions.
- Master's degree in nursing education, Nursing Administration, or related field from any recognize Universities is preferred
- Applicants should be a license Registered Nurse (RN), Registered Midwife (RM), Registered Nurse Midwife (RNM) with current license at the same time must be in good standing with the LBNM.

#### **EXPERIENCE**

- Have a minimum of Eights (8) years post registration Nursing/Midwifery experience, incorporating no less than Five (5) years Senior Nursing/Midwifery Management in the last Eight (8) years' experience, including a minimum of three (3) years' experience at a supervisor/manager level or higher.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Working knowledge:** Candidate must possess the requisite , Leadership, Managerial and Administrative knowledge and ability for the proper discharge of the duties
- **General knowledge:** To support LBNM in Nursing and Midwifery Student indexing and registration into LBNM database by providing LBNM Regulatory standards and policies.
- To ensure that robust communication arrangements are created and maintained to enable Nursing/Midwifery Institutions apply highest standards in submitting students for indexing
- ✓ **Thorough knowledge:** Demonstrate and exemplify positive leadership behaviors and attitudes that will support cooperative and partnership working to achieve progress in the indexing of Nursing & Midwifery students with demonstrated abilities in evaluating students' credentials
- **Comprehensive knowledge:** Ensure collaborative relationships with senior colleagues in other agencies such as Education, Police as well as voluntary agencies at a strategic level. Take an active role in protecting LBNM's integrity.

### **Other Requirements**

- ✓ Excellent knowledge/understanding of Nursing & Midwifery, procedures and policies.
- ✓ Excellent knowledge of Liberian Nursing/Midwifery Practice Act
- ✓ Ability to develop and maintain strong professional relationships with internal and external stakeholders and work affectively with all categories of employees and Clients.
- ✓ Proving planning and organizing skills
- ✓ Excellent knowledge in strategic planning.
- ✓ Proficient in MS Office Suite (Word, Power point,)
- ✓ Ability to handle confidential information with discretion, effective problem-solving and decision-making abilities.
- ✓ Ability to work as a team

**Terms of Employment:** Full time employment

**Address All applications to:**

Mrs. Dorkor Ngwayah-Mehn

**Administrator**

Liberian Board for Nursing and Midwifery/nursingboardlib@gmail.com

40 Carey Street, Monrovia

**Deadline for submission of All Applications: (Hard copy to the above physical address and soft copy to the above email address)**

**September 16, 2024 @ 4:30PM**