



Vacancy Announcement

Liberia
JOB DESCRIPTION

| | | | |
|---------------|---|---------------|-----------------------|
| TITLE: | Program Lead, Mental Health, Liberia | GRADE: | FTE: Full-Time |
|---------------|---|---------------|-----------------------|

| | |
|-----------------|------------------------------|
| PROGRAM: | Mental Health Program |
|-----------------|------------------------------|

| | | | |
|--------------------|---|------------------|-------------------|
| REPORTS TO: | Senior Country Representative, Liberia | Duration: | Indefinite |
|--------------------|---|------------------|-------------------|

LOCATION: Montserrado, Liberia

Summary:

Under the supervision and guidance of The Carter Center Senior Country Representative for Liberia and the Mental Health Program (MHP) Senior Associate Director from Atlanta, USA, the Mental Health Program Lead - Liberia directs the behavioral health work portfolio in Liberia. The Program Lead manages all aspects of the Carter Center behavioral health programming in Liberia including strategy, project implementation, research, personnel, finance, and operations. Hence, the Program Lead's principal responsibility is the Mental Health Program in Liberia.

The Program Lead leverages expertise in behavioral health and health systems strengthening knowledge to strengthen and sustain efforts to build a public behavioral health system across the country in collaboration with Liberian government agencies, universities, and other stakeholders. Working under the direction of the Senior Country Representative for Liberia and Senior Associate Director from Atlanta, the Program Lead shapes the strategic planning of the Liberia program, including sustainability and collaboration for current and future initiatives. As per organizational encouragement and interest to grow the footprint of MHP's global behavioral health footprint, the Program Lead assists the Senior Country Representative and the Senior Associate Director, to strategize, adapt, and implement initiatives of the Liberia program to other countries in the region and globally.

The Program Lead is responsible for planning and budgeting for the Center's behavioral health activities in Liberia. The Program Lead plays a strong role in cultivating donor relationships for planned and

future work in Liberia and globally and in developing funding proposals. In consultation with the Senior Country Representative for Liberia and/or Senior Associate Director, the Program Lead represents The Carter Center and Liberia Mental Health Program at the national and international level and actively produces publications and presentations that highlight the depth and impact of Liberia's behavioral health work.

Education & Experience:

Minimum Qualifications: This position requires a master's degree in public health, social work, psychology, or other social sciences or mental health discipline.

7+ years of experience working in the mental health field or related field at either the programmatic or policy level required.

7+ years of experience in policy and strategic planning.

7+ years of experience in education and training in higher education in healthcare, social sciences or other related fields

7+ years of demonstrated proficiency in project management, developing and implementing activities, staff supervision, budget preparation and execution, and partnership building.

Excellent experience and demonstrated proficiency in advocacy, and behavioral change communication in working with marginalized populations.

Demonstrated proficiency in monitoring and evaluating data from project activities and data collection, analysis, and reporting. Skilled public speaker.

Knowledge and experience working in Liberia or similar settings.

Project Design & Implementation:

Key Responsibilities:

Ensures that the interests of the program are properly represented and managed. As a part of a team, manages projects work plans that are adaptable and designed to accomplish program goals and objectives. Makes programmatic decisions based on critical analyses of research/statistical reports, grant deliverables and budget forecasts, and country, regional, or global trends and factors related to the program. Ensures that complete and accurate program records are kept and maintained, and provides programmatic support, including oversight of coalitions, relationship building, and ongoing development and implementation of strategy. Works closely with partners including Ministry of Health to support implementation of the national mental health agenda. Provides subject-matter expertise and content support to Liberia mental health agenda at the program and policy levels.

Budget Management:

Plans, administers, and monitors the program's budget and grants, including overseeing budget drafting, tracking project spending, and spending projections to ensuring they are consistent with

organizational policies and procedures and donor-specific requirements. Oversees development of the annual budget and narrative for country office mental health program, as well as budgets and narratives for donors. Works with the Senior Country Representative and Senior Associate Director on Liberia and global behavioral health budgets preparation and review.

Fundraising & Reporting:

Drafts funding proposals and donor progress reports in collaboration with the Senior Country Representative, Senior Associate Director, and Development staff. Works with Atlanta staff to write and edit program reports, letters and promotional materials in collaboration with appropriate TCC offices. Ensures country program contributes to writing and editing, for the review of the MHP Director, the Center Program Directors (CPDD) report and bi-monthly reports on the status of Liberia. As requested, writes and reviews briefings for TCC senior staff, visitors, and dignitaries.

Regional/Global Leadership:

Works in close collaboration with the Senior Country Representative and Senior Associate Director by assisting with MHP's expansion strategy, establishing priorities, and supervising the implementation of the expansion portfolio in the region and beyond. Provides technical assistance and leadership for country program and partners in setting clear directions, objectives, and guidance to enable the development, revision and implementation of MH policy, building and sustainability of the workforce and advancing advocacy through multisectoral approach, involving persons with lived experience, journalists, traditional healers, religious leaders, etc. Works with the Senior Country Representative, Senior Associate Director and other team members to assess the performance and efficacy of the programs and recommends to the Senior Country Representative and Senior Associate Director of the Mental Health Program in Atlanta appropriate changes to enhance/maximize results of the MHP in the region and globally. Guides implementation and supports progress toward program objectives and take decisions to ensure the delivery of results according to the expectation of TCC, the partner countries and other stakeholders. Assist in planning and allocating resources (human, financial and administrative) for country programs to achieve MHP goals and ensure cost effective and appropriate use of resources in accordance with TCC standards. Plans, recruits, and develops a diverse and strong workforce with the skills and competencies needed to ensure optimum performance.

Consultation/Contracts:

Works with Atlanta staff, Senior Country Representative, and procurement/finance colleagues in country to draft and review contracts and agreements with funding sources, government agencies, subcontractors, consultants and research contract issues that need

resolving. Identifies experts that can provide technical assistance and supports the Deputy Program Lead to manage consultancies.

Supervision:

Receives program and content expertise direction from the Senior Country Representative and Senior Associate Director and works closely with the Atlanta based staff for behavioral health. Receives supervision on administration and operations for program from the Senior Country Representative. Oversees in country staff responsible for MHP program, finance, procurement and acquisition of field office supplies and equipment and other operations related to the Liberia MHP.

Research/Program Evaluation:

Authors publications with staff and partners that illustrate depth and impact of the Liberia program and global behavioral health activity. Frames monitoring and evaluation strategic priorities of country program. Oversees staff as they coordinate monitoring and evaluation activities in collaboration with Atlanta staff, TCC Design, Monitoring & Evaluation staff, and external consultants. Works closely with the Senior Country Representative and Senior Associate Director in driving knowledge sharing and strategic communication on MH within the region, ensuring collaboration and continuous feedback through relevant communications networks. Leads or assists in leading ongoing research, development and implementation of best practice and innovative approaches to maximize performance and sustain achievements. Leads the planning, implementation, and organization of strategic capacity building of personnel, partners and stakeholders for strategic development and engagement in Liberia.

Liaison & Representation:

Acts as liaison with partners, NGOs, governments, educational institutions both in Liberia. Represents Liberia behavioral health activities through speaking engagements, policy, program-related global initiatives and information sessions on Liberia behavioral health activities. Promotes MHP, influences policy discussion and identifies potential areas for TCC partnership and engagement. Maintains alliances to promote/advocate MHP position as a major partner in the development of sustainable public mental health systems in the region and beyond. Advises Senior Country Representative and Senior Associate Director on partnering opportunities.

Communications:

Drafts talking points, speeches/presentations related to mental health policy at conferences, university functions, or before various board meetings for the Senior Country Representative and Director of the Mental Health program in Atlanta. Reviews materials, including for TCC website, specialized project reports and program status reports for TCC. In collaboration with TCC communications office, works

| | |
|-----------------------------------|--|
| Policies & Procedures: | closely in the development and dissemination of public relations pieces. |
| Professional Development: | Adheres to all organizational policies and procedures. Coordinates efficient procedures for the implementation of program activities. |
| Other: | Maintains professional growth and development of self and staff by identifying educational/training programs, professional organizations, activities, and resources to maintain knowledge of national trends and to promote leading edge expertise. Performs related responsibilities as assigned by the Senior Country Representative. |

| | |
|--|--|
| Specialized Knowledge, Skills, Attributes | Preferred Qualifications: The position requires a deep understanding of global mental health policy, programming, research, advocacy, and service delivery, especially in low-resource, conflict or post-conflict and other constraint settings. The position also requires writing for the public as well as for experts in public health and global mental health. The Program Lead must be articulate and personable, demonstrating comfort in presenting at international meetings. The Program Lead must have demonstrated an understanding of the design, monitoring, and evaluation of global mental health activities. Experience in participating in writing grant proposals and in grants management. |
|--|--|

Submitting an Application:

- All applications must be submitted electronically by e-mail with the subject line ***Mental Health Program Lead – Liberia*** to the email address: employmentliberia@cartercenter.org on or before September 19, 2024, @17:00. Any Application submitted after the date and time specified will be rejected.
- Qualified applicants **MUST** submit the following documents:
 1. Application letter
 2. Current curriculum vitae (CV) or resume
 3. Contacts of three (3) professional references will be needed: **Two references** provided should be former supervisors and **one** should be from a colleague.
 4. Copies of educational documents such as degrees (diplomas), certificates, and other pertinent documents as needed.
- ***Failure to provide any of the required documentation will result in the rejection of the application. All documents must be in Microsoft Word or PDF format and sent in an email***

as an attachment, not exceeding 25 MB. Google Docs, drop box links, etc. will not be accepted.

- Only short-listed candidates will be contacted.
- The Carter Center retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

The Carter Center is an equal opportunity employer and does not discriminate against any employee or applicant based on race, color, sex, sexual orientation, gender or gender identity, religion, nationality, or disability.