



A private, nonprofit
organization providing
development and emergency
assistance to Africa
since 1970.

Senior Health Program Coordinator *Liberia*

Africare is a leader among private, charitable U.S. organizations assisting Africa. Africare is also the oldest and largest African-American led organization in the field. Africare's programs address needs in three principal areas: Agriculture & Food Security, Health & HIV/AIDS, and Water, Sanitation & Hygiene.

Throughout its 40 year history, Africare has reached 30 million people across the continent with innovative, sustainable, culturally appropriate and life-changing projects to improve the quality of life in communities throughout Sub-Saharan Africa. We strategically invest in innovating and implementing community-based solutions to complex problems, with a strong focus on skills transfer to create leaders out of beneficiaries. Our work has transformed communities and garnered wide recognition for its impact and sustainability.

Africare's 1,400 staff members operate in 36 countries across Africa. Headquarters is based in Washington, DC where the President's office and the Finance, Development, and Operations Departments are based.

With interest in Africa's economic potential consistently growing throughout the world, now is an ideal time to launch renewed efforts to enlarge our base of private support. Africare is seeking a Senior Health Program Coordinator to spearhead a comprehensive development program to ensure that Africare is able to grow and thrive for many years to come. The Senior Health Program Coordinator reports to the Country Director and works closely with other departments and staff members.

Role:

The Senior Health Program Coordinator is primarily responsible for coordinating the planning, delivery and performance management of all health related projects and programs within Africare Liberia's program office. This is a key management position within the program, providing management support to staff and partners for program implementation, including financial reporting, training and administration. The post is based in Phebe Bong County, with frequent travel throughout Monrovia and other parts of Liberia.

Responsibilities:

Program Management and Development

- Lead and manage the development, implementation, monitoring and evaluation of Programs in Health/HIV and AIDS, Malaria and other areas that may be developed within our health portfolio.
- Contribute to the development and monitoring of the health strategy and two-year Country Development Strategy (CDS) as per Africare's planning guidelines.
- Prepare a Performance Plan for monitoring and manage the review of the health strategy.

- Facilitate, coordinate and manage the review of health projects/programs in compliance with donor requirements.
- Lead and manage the development of concepts and project proposals in accordance with the local health strategy and CDS using donor guidelines.
- Ensure timely submission of Program reports as required by donors.
- Support the documentation and sharing of experience in all health projects/programs within Africare Liberia, partners and within Africare.

Financial Management

- Ensure that Program activities are carried out within agreed budgets.
- Ensure the timely completion of Program processes for the release of funds of donors.
- Documents required for release of funds are submitted by dates agreed in each project.

Human Resources Management

- Build a strong team among the program staff across all locations.
- Facilitate the development of performance plans and work plans of key staff, conduct periodic review and appraisal of staff performance in accordance with Africare's performance management plan.
- Work with Africare HQ to recruit and retain talent.
- Set monthly, quarterly and annual targets for each project supervisor in consultation with the staff.
- Maintain ongoing monitoring of the performance of staff against targets and take corrective steps if targets are not being met.
- Work with the Country Director to create annual staff development plans.

Collaboration with Partners

- Ensure program collaboration with networks and other partners as required.
- Coordinate and collaborate with relevant government agencies in order to share information, experiences, influence them and/or build capacity.
- Collaborate and exchange information with networks and other organisations in areas of common interest.
- Participate and lead campaigns to promote Africare objectives in health sector policies.
- Establish mechanisms that ensure and strengthen the financial ability of potential partners and accountability of all existing partner organisations.
- Implement a system to review all partner originations through assessment.
- Participate in the proposal process, providing guidance to staff and donors.
- Develop close communication link with partner organisations.

Requirements:

- A post graduate degree in Public Health, nutrition, HIV/AIDS or a related field. At least 5 years professional experience in international health development either as a technical advisor or health program manager.
- A proven record of working with multiple funding agencies including USG,CIDA,Global Fund and other public and private donors in Africa.
- Demonstrated experience in designing, implementing and monitoring health and HIV/AIDS and integrated program activities.

- Proven technical expertise and experience working with USAID or CIDA-funded projects in at least three of the following technical areas: reproductive health, maternal and child health, nutrition, malaria, behavior change communication, and HIV.
- 2 – 3 years experience living and working in a developing country, on health related projects.
- Experience in project design and management, M&E, and performance assessment as part of ongoing efforts to improve aid effectiveness.
- Familiarity with international health, development issues and the international donor community.
- Experience in developing logical frameworks, and program management tool preferred.
- Ability to work effectively in partnership with a variety of audiences and organizations.

Skills:

- Excellent oral and written communication skills in English including capacity to prepare and deliver formal presentations on project progress and results.
- Strong analytical skills, sound judgment and the capacity to think plan strategically, Interest and capacity to learn about new areas, a plus.
- Excellent interpersonal communication, networking and negotiation skills, including working in teams in a cross-cultural context. Facilitation skills a strong plus.
- Ability to trouble shoot and problem solve, especially in situations of partner/donor dissatisfaction in the field.
- Basic knowledge of spreadsheets and budgeting.

Africare offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to resumes@africare.org, including **Sr. Health Program Coordinator** in the subject line.

This position is opened until filled. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Africare is an Equal Opportunity and Affirmative Action employer committed to workplace diversity.