

Tiyatien Health

REQUEST FOR APPLICATIONS

Updated: January 30, 2013

Program Director

Commitment:	Minimum 12-month commitment (18 - 24 months preferred)
Location:	Zwedru, Grand Gedeh County, Liberia
Compensation:	Full-time salary commensurate with experience, including travel and evacuation insurance; Reimbursement of travel to Liberia; Guest housing provided.
Apply:	Applications accepted on a rolling basis beginning 1 st February 2013 through 28 th February 2013.

About Tiyatien Health

Africa faces a shortage of 1.5 million health workers. The continent suffers 33% of the world's maternal and child disease, yet has only 3% of the global health workforce. Nowhere is the crisis worse than in rural areas of Liberia, which was left with just 51 doctors after its 14-year civil war. Today, people in remote villages of southeastern Liberia have to walk up to 17 hours to reach a clinic.

Founded by survivors of Liberia's civil war, Tiyatien Health (TH) is a start-up NGO that saves lives in remote, last mile villages by giving war survivors, gifted women, and former patients the training, incentives and support they need to become professional frontline health workers. A supported initiative of Harvard Medical School's Global Health Delivery Partnership, TH and its work to build a solution to rural Africa's massive health worker shortage has been supported by the Clinton Global Initiative, Echoing Green, the Mulago Foundation, the Liberian Ministry of Health and Social Welfare, Partners In Health and the Global Fund for AIDS, Tuberculosis and Malaria, amongst others.

For further information, please visit <http://www.tiyatienhealth.org> and refer to our 2012 Annual Report <http://tiyatienhealth.org/annualreport2012>

Overview – Program Director

As the head of Tiyatien Health's Liberia-based team, the Program Director is chiefly responsible for providing leadership and direction to TH's Liberia-based staff and volunteers, serving as the lead decision-maker across three program sites in Liberia. S/he will oversee TH's operations in Liberia - leading the management, implementation, tracking, and reporting of comprehensive project activities in Liberia. This position will include elements of organizational management, project planning, finance and administration, donor relations including oversight of in-country development activities, and monitoring and evaluation.

Working in close collaboration with TH's Executive Team and the Liberia-based team, the Program Director sets programmatic and operational goals, priorities and milestones for all country sites. As a key member of the Executive Team, the Program Director is charged with ensuring that state-of-the-art tools, systems, procedures and processes are available and in place to serve the staff and to guarantee that the goals and priorities of the organization are carried out in accordance with stated deadlines and objectives. S/he is responsible to provide regular updates and presentations to the Liberia Board of Directors. The Program Director will serve as the primary accountability officer in Liberia and will act as a liaison between Liberia- and Boston-based program staff, ensuring efficient communication among all project implementers with cross-site management & planning activities expected to occupy up to 30% of duty while 70% is devoted to Liberia-based activities.

Tasks & Responsibilities:

Oversee all programs in Liberia

1. Direct overall strategy and management of all programmatic, operational, and administrative work across two programmatic sites and two support offices in line with TH's strategic plan.
2. Responsible for enhancing leadership and management systems across Liberia-based sites with a particular focus on achieving excellence in programmatic delivery and financial controls.
3. Clearly communicate program status to Executive Team and the Liberia Board of Directors.
4. Oversees cross-site M&E data, distill and communicate their implications for program implementation
5. Organizes bi-annual retreat to appraise programs and strategic plans implementation

Management of core programmatic and operational staff

1. Maintain program integrity and ensure creation, implementation, and management of Liberia-based operations, including human resources, financial systems, procurement, and logistics.
2. Facilitates regular communication among Liberia-based staff and volunteers - including operations, programs, and administrative teams - to ensure efficient implementation of project activities.
3. Ensures Liberia-wide site integration of policies and planning processes.
4. Engages HR Officer regularly to identify staff capacity building needs, and design and implement training strategies on basis of merit and strategic position.

External communication and partnership development

1. Oversee in-country development activities:
 - a. Assist Monrovia Partnerships Officer in the preparation of all project budgets and grant proposals, and approves final submission of Liberia-based grant proposals.
 - b. Steward partnerships and relationships with major stakeholders in Liberia, including the Ministry of Health and Social Welfare and Liberia-based donors.
2. Responsible for ensuring timely and accurate submission of all reports relating to Liberia-based activities.

Human resources and financial management

1. Responsible for ensuring, in Liberia, proper financial and planning cycles, including creation and adherence to the organization's annual budget and semi-annual implementing goals and priorities
2. Adhere to the organization's official policies and protocols, including but not limited to, the Tiyatien Health Personnel Policy.

Qualifications:

- Bachelor's Degree required; Master's degree in public health or administration or business management *strongly preferred*
- Minimum 3 years project management experience, especially in rural and/or post-conflict setting with an emphasis on re-building and rural development.
- Robust experience managing staff and overseeing human resources processes
- Previous experience with international projects required
- Proficiency with Microsoft Office (particularly, Microsoft Excel and Microsoft Word)
- Ability to manage budgets and conduct financial reporting, preferably with experience in management of large project budgets
- Strong experience in spreadsheets and budget development

- Demonstrated ability to work and communicate effectively with government officials, persons at all levels of the public health system, those in different organizations, those with different cultural or linguistic backgrounds, and those in civil society
- Demonstrated skills in program design, planning and management.
- Ability to work independently and take initiative
- Strong communication, organizational, and writing skills
- Ability to work with a diverse team and in complicated settings
- Commitment to social justice and health care issues
- Demonstrates a strong appreciation for cultural differences

Application process:

Please submit all of the following materials with your application.

1. Cover letter/Expression of interest: In your own words, explain:
Why do you want to work with Tiyatien Health?
What is it about the position that interests you?
Why are you the right person for the role? Minimum of 200 words.
2. Curriculum Vitae or Résumé

Please submit all materials via the Tiyatien Health Jobscore posting at www.jobscore.com/jobs/tyatienhealth