

<b>Position title:</b>	<b>Deputy Programme Manager, Clinical Services – National AIDS &amp; STIs Control Program</b>
<b>Reports directly to:</b>	Programme Manager
<b>Directly supervises:</b>	Care & Treatment Coordinator, Prevention Coordinator, PMTCT Coordinator, Laboratory Coordinator, Supply Chain Manager
<b>Purpose:</b>	
<ul style="list-style-type: none"> <li>▪ Provide leadership for ensuring quality and availability of comprehensive HIV services.</li> <li>▪ Ensure effective coordination among the programme units--prevention, HCT, care &amp; treatment, and supply chain--for optimal functioning and oversight of the HIV programme.</li> </ul>	
<b>Key deliverables/outcomes:</b>	
<ol style="list-style-type: none"> <li>1. Proportion of PLHIV who know their HIV status.</li> <li>2. Proportion of pregnant women knowing their HIV status</li> <li>3. Proportion of diagnosed PLHIV enrolled on ART.</li> <li>4. Proportion of HIV-positive pregnant women receiving prophylaxis to prevent vertical transmission.</li> <li>5. Proportion of PLHIV on ART achieving viral suppression.</li> <li>6. Proportion of HIV-exposed infants receiving EID within two-weeks of birth.</li> </ol>	
<b>Duties</b>	
<b>Duties and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Provide overall leadership for the design and delivery of quality assured HIV services.</li> <li>2. Routine monitor programme performance against agreed indicators and targets and recommend corrective action as appropriate.</li> <li>3. Oversee the development and monitoring of annual workplans for programme components under his/her supervision.</li> <li>4. Collaborate with partners to ensure that programme activities are implemented in a coordinated manner</li> <li>5. Advise the Supply Chain Manager on supply forecast inputs and methodologies</li> <li>6. Supervise Supply Chain Manager to ensure reliable source of supplies for each programme unit.</li> <li>7. Coordinate with the Deputy Programme Manager, M&amp;E, Surveillance and Research to ensure that monitoring and evaluation specialists have accurate metrics on which to judge the work of programme coordinators at respective sites.</li> <li>8. Continually reassess strategy for improving overall programmatic performance and addressing deficits identified by routine programmatic reports and other sources.</li> <li>9. To establish and execute a process for annual performance evaluation of all Programme employees with the Programme Manager</li> <li>10. Convene and/or attend relevant Technical Working Groups.</li> <li>11. Deputise for the Programme Manager when requested.</li> </ol>	
<b>Educational qualifications</b>	
<ul style="list-style-type: none"> <li>▪ Qualification as a medical doctor</li> <li>▪ Post-graduate degree in public health or other relevant discipline</li> <li>▪ Specialisation in HIV medicine (highly desired)</li> </ul>	
<b>Knowledge &amp; work Experience</b>	
<ul style="list-style-type: none"> <li>▪ At least 7 years senior level experience in public health programme management.</li> </ul>	

- Expert knowledge of all aspects of HIV prevention, care, treatment and support.
- Previous experience designing and leading HIV programmes
- Excellent ability to design and lead training and quality assurance processes for provision of reliable, high quality HIV services.
- Excellent ability to programme planning and management within a complex, public health context.
- Ability to supervise and mentor others involved in HIV programmes, including individuals at county and facility levels.

**Competencies**

- Must possess appreciable communications skills – both oral and written.
- Computer literate with proficiency in MS Word, MS Excel and MS PowerPoint and ability to use web-based management systems.
- Must be a good team leader with proven capacity to motivate staff to achieve stated objectives.
- Ability to forecast and to perform project planning, budgeting, and performance evaluation.
- Demonstrated leadership and management skills, and ability to coordinate multiple stakeholders.
- Attention to detail and excellent record keeping abilities.
- Knowledge of MOH policies and procedures.

**To apply:** Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to **Marvin Garbeh Davis, Sr. Deputy Director, Human Resources with the job title “Deputy Programme Manager, Clinical Services” – NACP** in the subject line of the email. **All Applications should be sent to: [mgdavis1966@gmail.com](mailto:mgdavis1966@gmail.com)**  
 Applications can also be hand delivered at Room 318, MOH and addressed to Marvin Garbeh Davis, Sr. Deputy Director –HRD.

**Deadline for Application: January 20, 2023, at 4:00 pm.**

A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for interviews.

<b>Position title:</b>	<b>M&amp;E and Surveillance Coordinator - National AIDS &amp; STIs Control Program</b>
<b>Reports directly to:</b>	<b>Deputy Program Manager for M&amp;E – Surveillance</b>
<b>Purpose:</b>	
<ul style="list-style-type: none"> <li>▪ To execute a system of monitoring and evaluation of supply chain management and programmatic performance throughout the country using qualitative and quantitative indicators</li> </ul>	
<b>Duties</b>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To develop standardized system for collecting, recording, tabulating, analysing and reporting data, based on standardized paper-based forms and computerized tools</li> <li>• Train organizations and facilities to utilize the reporting tools and forms to capture qualitative and quantitative indicators of performance.</li> <li>• To perform with the M&amp;E Assistants quarterly supervisory site visits to all sites with drug depots and selected health facilities providing HIV/AIDS, STI, laboratory, and blood banking services to monitor successful program implementation.</li> <li>• To develop and submit a monthly report on program performance against indicators and goals to the Program Manager and Deputy Program Manager for Programs.</li> <li>• Support the preparation of all quarterly reports along with the M&amp;E –Surveillance Deputy Manager and submit to Program Manager</li> <li>• To develop and submit the operational plan on a yearly basis in line with the National Strategic Plan.</li> <li>• To monitor and evaluate the performance of the other units against their national targets.</li> </ul>	
<b>Educational qualifications</b>	
<ul style="list-style-type: none"> <li>▪ Bachelor of Science in Demography, Economics, Statistics, or relevant field</li> <li>▪ Training in Monitoring and Evaluation, Data Collection, etc...</li> </ul>	
<b>Knowledge &amp; work Experience</b>	
<ul style="list-style-type: none"> <li>▪ At least 5 years' experience on M&amp;E, experience in development project will be an advantage.</li> <li>▪ Strong knowledge of project cycle management and M&amp;E tools and approaches</li> <li>▪ Previous experience collecting and reporting data</li> <li>▪ Ability to write reports and response communicate clearly and effectively</li> </ul>	
<b>Competencies</b>	
<ul style="list-style-type: none"> <li>▪ Must possess appreciable communications skills – both oral and written.</li> <li>▪ Computer literate with proficiency in MS Word, MS Excel and MS PowerPoint and ability to use web-based management systems.</li> <li>▪ Must be a good team player with proven capacity to motivate staff to achieve stated objectives.</li> <li>▪ Demonstrated leadership and management skills, and ability to coordinate multiple stakeholders.</li> <li>▪ Attention to detail and excellent record keeping abilities.</li> </ul>	

- Knowledge of MOH policies and procedures.

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<b>Position title:</b>	<b>M&amp;E and Surveillance Assistant - National AIDS &amp; STIs Control Program</b>
<b>Reports directly to:</b>	M&E Coordinator
<b>Purpose:</b>	
<ul style="list-style-type: none"> <li>▪ To assist M&amp;E officer in executing a system of monitoring and evaluation of programmatic efforts and supply chain management</li> <li>▪ To execute a system of monitoring and evaluation of supply chain</li> </ul>	
<b>Duties</b>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To aggregate and submit monthly the data reported from facilities on programmatic performance against indicators and goals to the Program Manager and Deputy Program Manager for Programs.</li> <li>• To perform quarterly site visits with Program Coordinators to evaluate broad programmatic and supply chain management performance using a set of standardized evaluation forms in order</li> <li>• Perform data entry for HIV services programs (facility and community base)</li> <li>• To aggregate and catalogue data from the site visits with the help of the data entry clerks</li> <li>• To assist M&amp;E Officer and Deputy Program Manager for M&amp;E and Surveillance in preparing reports for MOHSW, funding agencies, and other stakeholders</li> <li>• To follow-up on site implementation of suggested improvements through both scheduled site visits and other communication methods</li> <li>• Perform other tasks as requested</li> </ul>	
<b>Educational qualifications</b>	
<ul style="list-style-type: none"> <li>▪ Bachelor of Science in Demography, Economics, Statistics, or relevant field</li> <li>▪ Training in Monitoring and Evaluation, Data Collection, etc...</li> </ul>	
<b>Knowledge &amp; work Experience</b>	
<ul style="list-style-type: none"> <li>▪ At least 1-2 years' experience on M&amp;E, experience in development project will be an advantage.</li> <li>▪ Strong knowledge of project cycle management and M&amp;E tools and approaches</li> <li>▪ Previous experience collecting and reporting data</li> <li>▪ Ability to write reports and response communicate clearly and effectively</li> </ul>	
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