

Position title:	DEPUTY PROGRAM MANAGER/PROGRAMS – National Leprosy & Tuberculosis Control Program
Reports directly to:	Program Manager
Purpose:	
<ul style="list-style-type: none"> ▪ To work with the Program Manager to define overall programmatic direction and strategies for TB/Leprosy prevention, diagnosis, care, and treatment in Liberia ▪ To oversee and coordinate among program coordinators district-level programs ▪ To ensure the program units reports activities and progress on indication to M&E in a timely manner ▪ To support the Program manager in developing initiatives that help achieve the national prevention, and diagnosis care treatment goals. 	
Duties	
<ol style="list-style-type: none"> 1. To report to the Program Manager the status of each of the seven programs monthly using core indicators mutually agreed upon with the Program Manager 2. To monitor the implementation of program coordinator work plans. 3. To collaborate with partners to ensure TB and Leprosy activities are implemented in a coordinated manner 4. To advise the TB Care and field coordinator on national TB care and treatment program structures and coordinate national care and treatment strategies 5. To supervise the supply chain manager on supply forecast inputs and methodologies 6. Supervise supply chain manager to ensure a reliable source of supplies 7. To interact on regular basis with the Deputy Program Manager for administration and finance to ensure the timely payment of all vendors and funded programs 8. Coordinate with the Deputy Program Manager for M&E and Surveillance to ensure that monitoring and evaluating specialists have accurate metrics on which to judge the work of program coordination at respective sites 9. To continually reassess strategy for improving overall programmatic performance and addressing deficits identified by the quarterly M&E 10. To attend all regular meetings of NLTCP senior staff meetings as scheduled by the program manager and other relevant meetings as requested 11. Any other responsibility as may be assigned by the CMO 	
Educational qualifications	
<ul style="list-style-type: none"> ▪ Master of public health or equivalent degree ▪ Ability to perform budget forecast, project planning, and performing evaluation ▪ 3-5 years general management experience in public health program (preferable TB/Leprosy) 	
Knowledge & work Experience	
<ul style="list-style-type: none"> ▪ At least 7 years senior level experience in public health programme management. ▪ Expert knowledge of all aspects of malaria prevention, care, treatment and support. ▪ Previous experience designing and leading malaria programmes ▪ Excellent ability to design and lead training and quality assurance processes for provision of reliable, high quality malaria services. ▪ Excellent ability to programme planning and management within a complex, public health context. ▪ Ability to supervise and mentor others involved in malaria programmes, including individuals at county and facility levels. 	
Competencies	
<ul style="list-style-type: none"> ▪ 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 PROGRAM MANAGER/PROGRAMS" – NLTCP** in the subject line of the email. **All Applications should be sent to: 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.

Position title:	DST and Culture Laboratory Coordinator - National Leprosy & Tuberculosis Control Program
Reports directly to:	DEPUTY PROGRAM MANAGER/PROGRAMS
Duties	
<ul style="list-style-type: none"> • To handle day-to-day correspondence in NRL pertaining to quality assurance of sputum smear microscopy. • To train TB LAB Technicians, statistical assistants, and Senior Tuberculosis Laboratory Supervisors on NTP Lab Quality Assurance. • To train Laboratory technicians on sputum smear microscopy. • To conduct on-site evaluation and report to senior management of the NLTCP • To track quality assurance reports and action taken reports from the counties and provide feedback. • To assist NLTCP in quality assurance and procurement of laboratory consumables at the NRL • To engage and monitor the performance of agencies for preventive maintenance of microscopes. • To oversee preparation and maintenance of panel slides for EQA. • To facilitate lab EQA activities in the counties and monitor performance and quality indicators of all participating laboratories • To oversee data entry of Direct Microscopy/CDST labs • To supervise the collection and transportation of samples and culture/DST. • Facilitate the manufacture of panel testing slides for EQA. • Perform the laboratory activities including Culture and DST • Any other job assigned by management as per program need. 	
Educational qualifications	
<ul style="list-style-type: none"> ▪ BSc. Biotechnology or Microbiology or equivalent degree 	
Knowledge & work Experience	
<ul style="list-style-type: none"> ▪ At least 3 years of relevant work experience. ▪ Ability to supervise and mentor others, including individuals at county and facility levels. 	
Competencies	
<ul style="list-style-type: none"> ▪ 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. 	
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Position title:	NATIONAL DR-TB COORDINATOR - National Leprosy & Tuberculosis Control Program
Reports directly to:	DEPUTY PROGRAM MANAGER/PROGRAMS
<p>The coordinator will coordinate, support, and facilitate the rapid scale-up of quality-assured PMDT services in close collaboration with the NLTCP and other technical partners. In addition, she/he will assist NLTCP in the implementation of TB new drugs and shorter regimens.</p>	
Duties	
<ul style="list-style-type: none"> • Assist to coordinate programmatic management of drug-resistant TB activities at NLTCP and participate in the development of policies guidelines and M&E tools on programmatic management of MDR-TB in the county • Support the introduction and monitoring of the implementation of new Drugs and short regimens in the country • Participate and co-coordinate weekly MDR-TB technical review panels through the DR-TB ECHO program and quarterly zonal cohort review meetings to assess the clinical progression of MDR TB regimen • Supervise and mentor decentralized MDR-TB cases detected • To ensure quality of reports by validation and verification at source of DR – TB cases through the country. • To conduct supervisory visits to DRTB service sites and report to NLTCP senior management • To monitor second line drug supply chain and to ensure their availability at DR-TB management sites. • To facilitate trainings on PMDT and to conduct review meetings with DR-TB stakeholders • Any other job assigned by management as per program need. 	
Educational qualifications	
<ul style="list-style-type: none"> ▪ Bachelor’s Degree in Nursing or Physician Assistant ▪ A Master’s Degree in Public Health is an added advantage 	
Knowledge & work Experience	
<ul style="list-style-type: none"> ▪ At least 3 years of relevant work experience in TB treatment/Case management ▪ Ability to supervise and mentor others, including individuals at county and facility levels. 	
Competencies	
<ul style="list-style-type: none"> ▪ 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. 	

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Position title:	REGIONAL LABORATORY COORDINATOR - National Leprosy & Tuberculosis Control Program
Reports directly to:	DEPUTY PROGRAM MANAGER/PROGRAMS
Duties	
<ul style="list-style-type: none"> • The Central Laboratory Coordinator's main mission will be to provide TB Laboratory capacity strengthening at all levels, including facility, district, regional and national levels. He/she will support the MOH/NLTCP with the expansion, organization, and management of TB microscopy throughout Liberia • Technical assistance: provide technical and logistical assistance in the roll-out national roll-out plan and establishing/upgrading/rehabilitating/staffing new microscopy centers within the region assigned, required to implement, and support the DOTS expansion strategy in Liberia • Quality Control/Quality Improvement: will conduct visits of QC/QI to assure that all aspects of TB Microscopy, (Lab procedures, safety, maintenance, reporting/recording, sampling storage, and transport) • Capacity Building: will be responsible for the training of TB laboratory staff including the provision of regular refresher courses on the different aspects of tuberculosis microscopy • SUPERVISION: The central laboratory coordinator will conduct supervisory visits to the district and facility-based laboratories and will work closely with the county • Any other duties assigned by the program manager 	
Educational qualifications	
<ul style="list-style-type: none"> ▪ Bachelor's Degree in Nursing or Physician Assistant ▪ A Master's Degree in Public Health is an added advantage 	
Knowledge & work Experience	
<ul style="list-style-type: none"> ▪ At least 3 years of relevant work experience in TB treatment/Case management ▪ Ability to supervise and mentor others, including individuals at county and facility levels. 	
Competencies	
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