



<b>POSITION:</b>	Health/Clinical Project Associate
<b>PROGRAM:</b>	Rebuilding Basic Health Services
<b>RESPONSIBLE TO:</b>	Clinical/RBHS Program Manager
<b>RESPONSIBLE FOR:</b>	6+ National staff
<b>LOCATIONS:</b>	Nimba County - Liberia
<b>START DATE:</b>	as soon as possible
<b>DURATION:</b>	1 year with possible extension
<b>GRADE:</b>	Internship/ Entry-level
<b>ALLOWANCE:</b>	Stipend of \$1,000/mth, plus housing and some additional benefits
<b>CLOSING DATE:</b>	May 7, 2010- please note candidates may be contacted before the closing date

**APPLICATION PROCESS:** Applicants should send their CV and cover letter to [hr@equipliberia.org](mailto:hr@equipliberia.org)

*EQUIP sees great value in assisting young people, and applicants who are new to the field, to experience first hand work in the field of development and will work to mentor applicants, giving them valuable work experience to boost their career.*

#### ***Mission Statement***

To improve the primary health care of rural Liberia through effective partnership with the MOH and CHT to provide the best medical care possible to the people of Nimba County through proper trainings, workshops, teaching, during monitoring and supervision.

#### **Primary Health Care program in Nimba County**

##### ***Background***

EQUIP is a Faith-based local and International NGO with programs in Health, Nutrition, Protection, and Water and Sanitation in Liberia, West Africa. Liberia is currently 5 year post conflict. The 14 year conflict left a devastating gap in basic health care services. Liberia is now shifting from an emergency phase to one of development and great strides are being made in revitalizing the health care system. EQUIP is assisting in this process by supporting primary health care clinics, doing community based public health training and working on building capacity of the County Health Team in Nimba County.

#### **KEY DUTIES:**

The **Health/Clinical Project Associate** will assist the Program Manager/Medical Coordinator in all aspects of the clinical program and will be responsible for supporting the management and supervision of the 23 EQUIP sponsored MOH clinics to assure they are meeting all RBHS and donor requirements.

- Assist in overseeing the coordination, monitoring, and supervision of EQUIP's Clinical Supervision teams which consist of the Clinical, MCH, and HIV/STI Supervisor.
- Responsible to facilitate and support capacity building among the MOH, CHT, Health Facility Staff, and EQUIP personnel during supervision, monitoring, reporting, and trainings.
- Responsible for capacity building among the EQUIP national staff in regards to the use of electronic communication to allow for timely and proper reporting and ease in documentation with monitoring and evaluation.

- Oversee the timely and quality medical and nonmedical drug requests from each health facility to head office.
- Assist in the distribution of medical and non-medical supplies to the clinic.
- Assures the monthly clinic supervision checklist is completed for each health facilities and problems or areas of concern are addressed to head office to begin the process of fixing the gap.
- Provide on the job training and supervision during each clinical visit
- Build relationship with the national staff and CHT to allow for greater capacity building
- Assist in overseeing the implementation of trainings and workshops and makes sure that the CHT and MOH representatives are present and a part of the training.
- Responsible for monitoring the activities of the Regional health supervisors in regards to networking between the clinic and the community.
- Assist in project proposals and ensure that all project activities are implemented in line with the project proposals.
- To ensure all EQUIP and MoH guidelines are adhered to and/or adapted as necessary.
- To capacity build by working with senior national staff to develop their supervision, training and management skills.
- To collect, analyze and report data relating to health facility activities.
- To assist in supervising project staff
- To assess training needs of MOH health facility staff.
- To liaise with the Ministry of Health and other agencies (WHO, UNICEF, ACF) to ensure appropriate provision of service and use of resources.
- Other Activities to be determined as Program Progresses

### **QUALIFICATIONS:**

Required:

- Education: MD, Physician Assistant, Nurse Practitioner, Nurse (BS RN), or Certified Midwife
- Demonstrated analytical and conceptual skills to plan projects, timetable agreed activities and oversee staff activities
- Outgoing personality with excellent communication skills.
- Good team player, flexible and capable of working with a multinational country team.
- Ability and willingness to live in rural locations and live in more basic conditions.
- Appreciation of and sensitivity to local culture.
- Excellent written and spoken English.
- Good computer skills, including familiarity with Microsoft Word and Excel.

Preferred:

- Technical knowledge and work experience in developing countries
- Masters in Public Health

### **ADDITIONAL INFORMATION:**

- This position requires living in a Nimba County, the second largest county in Liberia stationed in either Sanniquellie (the capital city of Nimba County) or Ganta (the largest city in Nimba) and will consist of frequent trips into rural parts of Liberia. The applicant should be willing to live in primitive conditions and must adhere to EQUIP Security procedures as well as EQUIP's Code of Conduct.
- The applicant must agree to behave at all times in a manner which positively promotes EQUIP and its work and be comfortable working with a Christian organization, and respecting Christian values and beliefs.