



<b>POSITION:</b>	Health Center Supervisor/EQUIP Focal person
<b>PROGRAM:</b>	Rebuilding Basic Health Services
<b>RESPONSIBLE TO:</b>	RBHS Program Manager/ Medical Director
<b>RESPONSIBLE FOR:</b>	80 Health Center Staff
<b>LOCATIONS:</b>	Saclepea, Nimba County - Liberia
<b>START DATE:</b>	as soon as possible
<b>DURATION:</b>	1 year with possible extension
<b>ALLOWANCE:</b>	Stipend of \$1,800/mth, plus housing
<b>CLOSING DATE:</b>	May 7, 2010- please note candidates may be contacted prior to the closing date

**APPLICATION PROCESS:** Applicants should send their CV and cover letter to [hr@equipliberia.org](mailto:hr@equipliberia.org) CLOSING DATE: April 23, 2010- however, please note that applicants may be contacted before the closing date.

#### ***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, monitoring and supervision.

#### ***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 and health centers, doing community based public health training and working on building capacity of the County Health Team in Nimba County.

The Saclepea Health Center is located in Saclepea, Nimba County in Northeast Liberia; roughly 5 and ½ hours drive from Monrovia. This facility was built and managed by MSF-Spain/Swiss after the Liberian Civil War and was recently handed over to the Ministry of Health and under the Rebuilding Basic Health Services Program is now managed by EQUIP Liberia. The facility sees roughly 2,500 outpatients a month and has an in-patient capacity of 230. The health center is staffed by 48 trained clinical staff and 35 non-clinical staff.

#### **KEY DUTIES:**

The **Health Center Supervisor** will be responsible for overseeing all day to day operations at the Saclepea Comprehensive Health Center including the provision of health services, compliance with Ministry of Health policies and donor procedures. Specific tasks include:

- Overseeing the coordination, monitoring, and supervision of all Health Center Staff
- Overseeing all logistic and operational needs of the health center, including ordering of generator fuel and vehicle/ambulance maintenance
- Overseeing the health center budget and providing narrative and financial reports documenting project progress
- Responsible to facilitate and support capacity building among all Health Center Staff and members of the County and District Health Teams

- 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 management, requests, ordering, delivery and disbursement of medical and non-medical supplies for the health center
- Assuring the monthly health center supervision checklist is completed for the health facility and, in collaboration with the medical coordinator and RBHS team, identify means of addressing areas of concern
- Provide on the job training and supervision at the health center
- Build relationship with the national staff and CHT to allow for greater capacity building
- Assist in overseeing the implementation of trainings and workshops for health center clinical staff, ensuring 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 health center 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 CM
- Demonstrated analytical and conceptual skills to plan projects, timetable agreed activities and oversee staff activities
- Experience overseeing a health facility
- Outgoing personality with excellent communication skills.
- Good team player, flexible and capable of working with a multinational 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 Saclepea in EQUIP staff housing in close proximity to the Health Center. 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.