



GHEI is recruiting for a Health Program Coordinator to be based in Humjibre, Ghana.

**Start Date:** March 1, 2014

**Duration:** 13-24 months, with preference given to candidates who can commit to the full 24 months

**Job Summary:** This position entails working with GHEI's local health staff and community health workers to plan, implement, and monitor a range of community-based health activities. These programs tend to evolve over time and currently include malaria prevention, hand washing with soap promotion, sexual and reproductive health, and safe delivery programs. In addition, the Health Program Coordinator plans and facilitates 2-week health evaluation and outreach projects carried out by short-term volunteer groups and pediatric residents during the summer months. This position requires flexibility, maturity, project management experience, work experience in a developing country, demonstrated cross-cultural awareness, and the ability to live and work in a resource-poor environment.

The ideal candidate for this position will have experience in and a strong commitment to capacity building and sustainable development. The Health Program Coordinator works closely with two Health Program Assistants and reports to the Country Director and U.S. based Executive Director.

### **Responsibilities:**

- Oversee the implementation and monitoring/evaluation of all health programs
- Mentor and build management capacity of two local Health Program Assistants (HPAs) through formal and informal trainings and activities as they take on more leadership roles within the organization
- Work with the HPAs to manage teams of local CHWs, including designing and implementing trainings
- Work with HPAs and CHWs to facilitate all aspects of program planning and implementation, including logistics planning and supply procurement and distribution
- Manage ongoing malaria and general health program research and evaluation, including survey design, data collection, and data management
- Work with medical student and pediatric resident volunteers to implement health trainings and evaluations
- Forge new and maintain existing partnerships with local, national, and international NGOs
- Generate reports for internal use, funders, and local government agencies
- Write and/or revise grant proposals
- Maintain and update program-specific databases to track program indicators
- Determine and communicate program strategy through the completion and maintenance of annual operational plans and program protocols
- Create and monitor budgets and expenses for all health programs
- Plan and manage short-term volunteer education projects by liaising with volunteers and

- recruiters in the US, planning suitable projects, writing itineraries and project-specific handbooks, and assisting with onsite logistics and emotional support
- Interface regularly with target communities and local government agencies; network with local government agencies to integrate GHEI health programs into existing government health sector
- Liaise between local staff and US/UK/Canada team

#### **Minimum Qualifications:**

- Bachelor's degree, preferably a Masters in related field
- Minimum 1 year of project management experience, preferably in a developing country
- Strong preference for candidates familiar with logic models and program design specifics
- Knowledge and experience in proposal writing
- Familiarity with creating budgets and tracking expenditures
- Fluency with Microsoft Office especially Excel
- Ability to live and work in a resource-poor environment with limited internet capabilities and intermittent power outages
- Demonstrated cross-cultural awareness
- Excellent spoken and written English
- Excellent communication skills and ability to collaborate effectively with all stakeholders in Ghana and staff in the US/UK/Canada
- Commitment to the highest professional standards, ethics and values
- Flexibility and willingness to undertake a wide variety of tasks as required
- Ability to multi-task and meet deadlines
- Ability to work collaboratively with the Health Program Assistants and as part of multicultural team

The application deadline for the Health Program Coordinator position is **January 15, 2014**. Applicants are strongly advised to apply early as applications will be considered as they are submitted. Preference will be given to applicants that submit well before the deadline.

To apply please send your completed application and resume to [employment@ghei.org](mailto:employment@ghei.org) with 'HPC-Your Name' as the subject line.

In addition, all applicants must provide one professional recommendation sent directly from the recommender to [employment@ghei.org](mailto:employment@ghei.org) with 'HPC-Your Name' as the subject line.