



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

**Start Date:** March 1, 2015

**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 Administrators and reports to the Country Director and US-based Executive Director.

### **Responsibilities:**

- Oversee the implementation and monitoring/evaluation of all health programs
- Mentor and build management capacity of two local Health Program Administrators (HPAs) through formal and informal trainings and activities as they take on more of a leadership role within the organization
- Work with the HPAs to manage teams of local community health workers (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 health 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 and align GHEI health programs with existing government health priorities and strategies
- Liaise between local staff and US/UK/Canada team

#### **Minimum Qualifications:**

- Bachelor's degree, preferably a Masters in a 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
- Resilient, patient, flexible, and willing to perform a wide variety of tasks as they arise
- Commitment to building local capacity and working within established local systems, structures, and cultural norms
- Ability to work in close collaboration with the HPAs and as part of a multicultural team

The final date to submit an application is **December 1, 2014**. Applicants are strongly advised to apply early, as applications will be considered as they are received. 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.