



## **ROLE: Program Coordinator**

A reputable institution in Sierra Leone is recruiting for a Program Coordinator with subject matter expertise in HIV prevention, care and treatment, and considerable experience in public health program management, implementation, and monitoring & evaluation. The position will be based in Freetown, Sierra Leone.

## **Who We Are and What We Do**

We are a women-owned non-governmental organization with diverse backgrounds and competencies, including microbiology, virology, global health EID nursing, medical anthropology, field epidemiology, veterinary medicine, clinical research, and health information systems. We are highly experienced in providing technical assistance in HIV services and laboratory enhancement, animal and human disease surveillance and behavioral change intervention development and implementation pertaining to emerging infectious diseases, with extensive experience across Africa and SE Asia.

Our international footprint includes operations in the United States, Canada, Ukraine, Democratic Republic of Congo, Republic of Congo, Cameroon and Sierra Leone.

## **JOB SUMMARY**

The Program Coordinator will lead our work with our partners in Sierra Leone to support them in coordinating integrated HIV testing and care & treatment services; expanding and streamlining ARV treatment distribution; and strengthening the use of strategic information for continuous quality improvement.

## **Expected Responsibilities:**

- Lead all project planning and implementation in consultation with the HQ Program Manager, ensuring compliance and timely execution of program scope of work
- Develop a HIV prevention outreach plan to reach priority populations using evidence-based interventions designed to promote the adoption of HIV prevention behaviors and service uptake
- Lead partners in the development of an implementation plan to provide HIV testing services to military and civilian populations, assuring they receive test results and are linked to HIV care
- Coordinate overall programmatic activities, including reinforcing facility-level activities, with full engagement of stakeholders
- Develop program-specific training materials and facilitate trainings with our Partner's clinical and non-clinical personnel on HIV prevention, testing, care & treatment
- Coordinate monitoring and evaluation of all program activities, providing data collection tools and ongoing oversight and mentoring to key programmatic personnel
- Build clinical and non-clinical capacities amongst our Partner's personnel across all domains of the HIV clinical cascade
- Conduct monthly, quarterly, and final reporting on programmatic activities and milestones
- Manage and track project funds for field activities with in-country accountant

## What we expect of you

You are a self-motivated, enthusiastic, trustworthy, respectful and an extremely intelligent problem solver. You take great pride and responsibility for keeping highly accurate and detailed accounting. You have strong English skills. You set high standards of performance for yourself; you assume responsibility and accountability for successful completion of assignments or tasks on time. You work great as part of a team, but are also able to work independently. You pay excellent attention to detail and have a positive attitude. You work tenaciously to meet or exceed goals and strive for continuous improvement. You conduct yourself professionally in person and in all communications with staff, supervisors, vendors and partners while working with all levels of clients and colleagues in challenging settings.

## Required Knowledge and Experience

- Minimum of a Master's degree in Public Health or equivalent degree (e.g., Nursing)
- Minimum of 5 years' direct experience in public health program management, preferably with CDC, PEPFAR, USAID, or WHO programs targeting HIV, Malaria, or TB elimination

## Other Skills and Abilities

- Expertise in HIV program development, including HIV prevention, testing, and care & treatment, following National policies and WHO guidelines and best practices
- Experience with electronic and paper-based patient medical record systems
- Ability to work independently, to plan and prioritize work with minimal supervision
- Effective leadership, communication, and interpersonal skills
- Advanced computer skills, including the ability to rapidly process and analyze data using the following: MS Excel, EpiInfo, Word.
- Experience supervising staff with a demonstrated ability to motivate staff and build effective teams
- Excellent English communication skills (both written and verbal)
- Available to travel domestically up to 20% of the time

**Job Duration:** October 1, 2020 – September 30, 2024

**Contract Salary:** attractive and competitive

Deadline for submission of application is 10 September 2020. All interested applicants should apply via email to [labyrinth@labyrinthgh.com](mailto:labyrinth@labyrinthgh.com) (copy [job@jobsearchsl.com](mailto:job@jobsearchsl.com)). Please attach detailed curriculum vitae including details of at least 2 references, with copies of their relevant certificates.

**Only shortlisted applicants will be contacted.**