



Request for Applications: Liberia Program Coordinator

Organization: Tiyatien Health (<http://www.JusticeInHealth.org>)

Location: Zwedru, Liberia

Application Deadline & Process: Accepted from August 4th, 2010, on a rolling basis, until the position is filled. For details, please visit <http://www.tiyatienhealth.org/act>

Please submit a curriculum vitae (C.V.) and cover letter, by email to jobs@tiyatienhealth.org. Write "Program Coordinator Application" in the subject.

Start Date: September 1, 2010 or earlier. Earlier dates are preferred.

Length of Commitment: 12 months minimum; 24 months preferred.

Salary: \$42,000 USD. Potential for adjustment commensurate with experience pending availability of funds.

Reports to: Director of Operations

Supervises: Program Manager, Finance/Administrative Officer.

Organizational Profile

Founded by survivors of Liberia's civil war, Tiyatien Health ("Justice in Health" in Kwa-dialects) is an innovative Boston- and Liberia-based 501(c)(3) social justice organization partnering with rural communities and the Liberian Government to advance healthcare and the fundamental rights of the poor. Through services, research, advocacy and training, we are working to improve access to HIV treatment, care and support; build models that deliver primary healthcare fairly and for all; and bolster social justice in rural Liberia – one of Africa's poorest war-torn countries. The organization is a partner project to Partners in Health and led by a unique assembly of rural Liberians and public health experts based at major universities including Harvard. For more information, please visit: <http://www.tiyatienhealth.org> and <http://www.pih.org/pages/liberia/>

Liberia Program Coordinator

The program coordinator will manage Tiyatien's healthcare and social services programs as the organization continues to expand the scale and accountability of its' operations. Working in close collaboration with TH's Executive Director and its Liberian program and finance managers, the Program Coordinator will oversee all Liberia-based staff, lead the management, implementation, tracking, and reporting of comprehensive project activities in Liberia. This position will include elements of finance and administration, project planning, donor relations, and monitoring and evaluation. The program coordinator will serve as the primary accountability officer in Liberia. The coordinator will act as a liaison between Liberia- and Boston-based program staff, ensuring efficient communication among all project implementers.



Primary Responsibilities:

- Lead the coordination and implementation of TH programmatic activities, including clinical, community-based, and socioeconomic (women's rights, agriculture, and financial support) services
- Have primary responsibility for maintaining program integrity and accountability
- Assist in the preparation of all project budgets and grant proposals
- Communicate regularly with TH staff, including operations, programs, and administrative teams; facilitate communication between these teams to ensure efficient implementation of project activities
- Manage donor relations with TH's main in-country donors, including the Global Fund for AIDS, Tuberculosis, and Malaria and the United Nations
- Manage stakeholder relations with TH's main in-country partners, including holding regular meetings with senior Ministry of Health leadership
- Initiate and assist in the preparation of programmatic reports for current and potential donors, including formal progress reports to institutional grantors
- Assist in the tracking of federal and non-federal grant expenditures, and prepare quarterly and annual financial reports, in conjunction with TH financial staff
- Assist monitoring and evaluation staff with the creation and implementation of new systems, as needed, to properly track project activities
- Perform additional duties as determined by the TH Executive Director and program management staff
- Support local financial management team in writing and ensuring financial policies are followed
- Conduct regular trainings for local program leaders and management staff in areas including program and financial management, communications and advocacy.
- Assist in development of a sustainable drug and lab procurement system for MoH clinical facilities supported by TH.

Qualifications:

- Bachelor's Degree and relevant experience with international projects required; Master's degree in public health or administration or business management preferred
- Proficiency with Microsoft Office (particularly, Microsoft Excel and Microsoft Word)
- Ability to manage budgets and conduct financial reporting, preferably experience with management of large project budgets
- Strong experience in spreadsheets and budget development
- Demonstrated ability to work and communicate effectively with government officials, persons at all levels of the public health system, those in different organizations, those with different cultural or linguistic backgrounds, and those in civil society
- Demonstrated skills in program design and management.
- Ability to work independently and take initiative
- Strong communication, organizational, and writing skills
- Ability to work with a diverse team and in complicated settings
- Commitment to social justice and health care issues



See below for more information about Tiyatien Health.

OUR MISSION:

Founded by survivors of Liberia's civil war and American citizens, Tiyatien Health (TH) is a Liberia and Boston-based 501(c)(3) non-profit organization partnering with rural communities and the Liberian government to advance healthcare and the fundamental rights of the poor. Through services, research, advocacy, and training we are working to improve access to HIV treatment, care, and support; pioneer models that deliver primary healthcare fairly and for all; and bolster social justice in rural Liberia – one of Africa's poorest war-torn settings. The organization is a partner project to Partners in Health and led by a unique assembly of rural Liberians and public health experts based at major universities including Harvard. For more information, please visit: <http://www.tiyatienhealth.org> and <http://www.pih.org/pages/liberia/>

WHERE WE WORK:

Liberia is one of the world's five poorest countries. Two decades of civil war have led to the worst national economic collapse since World War II. Over 80% of Liberians now live on less than \$1 per day and unemployment hovers around 85%. Liberians can expect to live a mere 57 years, with one in nine children under-five and one in 15 deaths among women resulting from pregnancy. To compound this despair, Liberia has one of the most severe health workforce crises in the world -- with only 51 public sector physicians to serve a country the size of Ohio. TH serves a remote region of 200,000 farmers and hunters living in the dense tropical forests of southeastern Liberia.



OUR APPROACH, OUR IMPACT:

Tiyatien Health was founded as an antidote to such despair. Our approach is unique: we pair the best of community-driven leadership with rigorous, world-class expertise in partnership with government to provide health and social services for all. To help combat Liberia's workforce shortage, we train and employ local community members to become health workers (so-called "accompaniers") to work with clinicians in providing home-based care to the destitute sick. Our community-based model provides high-quality healthcare, promotes job creation, and leads to poverty reduction among the poorest of the poor. TH is one of the largest employers of the poor in Zwedru, providing over 50 jobs to the destitute sick – as community health workers, coordinators, and leaders in our programs.

A Partner Project of Partners in Health, TH is co-directed by an extensive network of global health implementers from prominent American academic institutions, including Harvard University. Some of the world's foremost global health experts, including Dr. Paul Farmer, the co-founder of Partners in Health, sit on advisory board. This enables TH to rigorously evaluate programs, learn from our challenges, and advocate for systems and policy-level changes. TH, for instance, has built Liberia's first and largest rural public AIDS clinic. Our community-based treatment strategy, which deploys accompaniers to deliver HIV care, is being studied and



adapted by the Global Fund, the Clinton Foundation and the Liberian Ministry of Health at a national level.

ADVISORY BOARD:

Paul Farmer, MD, PhD - Co-Founder, Partners in Health; Professor, Harvard Medical School
Joia Mukherjee, MD, MPH - Medical Director, Partners in Health; Asst. Prof., Harvard Univ.
Lisa Cooper, MD, MPH – Professor, Johns Hopkins University; MacArthur Foundation Fellow.
Robert Lawrence, MD - Director, Center for Livable Future; Johns Hopkins University.
Edward Cardoza - Founder, Still Harbor; Former Director for Development, Partners in Health.
Peter Ehrenkranz, MD, MPH- Medical Director, Clinton Foundation HIV/AIDS Initiative -
Liberia; Senior Technical Adviser to the National AIDS & STI Control Program, Liberia.

PARTNERS:

The Global Fund for AIDS, Tuberculosis and Malaria
United Nations High Commissioner for Refugees (UNHCR)
OPEC Fund for International Development (OFID)
Liberian Ministry of Health and Social Welfare
Government of Liberia
Harvard University
Clinton Foundation HIV/AIDS Initiative
Massachusetts General Hospital
Partners in Health
National Tuberculosis & Leprosy Control Program
National AIDS & STI Control Program