



The leading emergency agency devoted to reducing malaria death and suffering in humanitarian crises

---

## **Position Announcement**

### **Deputy Country Director-Technical**

### **The MENTOR Initiative, Liberia**

The MENTOR Initiative is an international NGO devoted to reducing death and suffering from malaria and other vector borne diseases in humanitarian crises and post crisis reconstruction phases, and works in various countries throughout the world. It has provided malaria control support to partners and affected communities in Liberia since 2003. The MENTOR Initiative works to support the country partnerships (government, NGOs, UN and affected communities) to build their technical capacity, and supply essential materials to quickly establish and scale up effective malaria control interventions.

---

#### **TERMS OF REFERENCE**

<b>Job Title:</b>	<b>Deputy Country Director-Technical (DCD-T)</b>
<b>Work Base:</b>	Monrovia, Liberia (Including travel to the field as necessary)
<b>Responsible to:</b>	The incumbent reports directly to the Country Director (CD).

---

#### **Overall Task:**

Responsible for overall technical management and direction of The MENTOR Initiative Liberia Programme activities. Including, but not limited to co-ordination of planning, implementation, reporting and monitoring of activities ensuring programme objectives are achieved.

#### **Specific Tasks:**

##### **1. Technical Management**

- Responsible for technical programme planning with the Technical Director and overall management of malaria surveillance, prevention and case management activities in Country.
- Oversight of all data collection, management and analysis for all programmes.
- Technical manuscript, report and proposal writing
- Develop and provide monthly activity plans and submit to the Country Director with copy to Deputy Country Director-Operations, to inform them of support needs for field activities (finance, transport, materials; distribution support, other logs support etc).
- Working closely with the Ministry of Health National Malaria Control Program (NMCP) to co-ordinate and ensure all activities are in line with the NMCP strategic plan and national guidelines.
- Facilitate the training and support of partners working in Liberia to scale up the use of the National Malaria Control Program (NMCP) standardised protocols and best

practice in the following areas of malaria surveillance, prevention and case management including but not limited to:

- a. *Provision of essential malaria diagnostics (RDTs) and treatment (ACTs, IM Arthemeter) to the health facilities.*
  - b. *Ensure proper reporting of malaria activities to the CHT and the NMCP from the various health facilities and communities (i.e. drug consumption data to avoid stock outs).*
  - c. *Organization of trainings and distribution plans for Long Lasting Insecticide Treated Bed Nets (LL-ITNs)*
  - d. *Organization of Malaria Case Management trainings and follow-up on-site supervision/ and coaching.*
- **Oversee the implementation of health promotion/information, education and communication (IEC) activities/programmes to raise awareness and understanding of malaria and malaria related issues.**
    - a. *Design, test, produce and distribute IEC materials for malaria prevention including case management job aids (videos, radio, theatre, t-shirts, banners, pamphlets, school books, music etc.)*
    - b. *Implement training sessions on malaria prevention for community leaders, religious leaders, youth groups and Community health development committees*
    - c. *Implement malaria prevention campaigns*

## **5. Team Management**

- Manage the technical program team, including recruitment, team building, and conducting appraisals.
- Coordinate and collaborate with the national and district teams of the Ministry of Health, international and national organisations working in Liberia to ensure that the MENTOR Initiative has strong links with all and are used in technical advising capacity nationally and locally.
- May be responsible for the management and overall supervision of the entire country program as well as representation in the absence of the Country Director
- Build the capacity of the technical teams (clinical, prevention, M&E/surveillance and data) to carry out tasks independently.

## **6. Other**

- Backstop the CD to ensure that all program objectives are being met and international best practices adhered to.
- Represent MENTOR at technical meetings and at donor meetings when discussing technical and/or program issues.
- From time to time and where mutually agreed, support the MENTOR training team to implement international training courses.
- Oversee other The MENTOR Initiative activities as agreed with the Country Director

## **Essential Skills and Experience Required:**

- Public health or Tropical medicine qualification at post graduate level.
- 2-3 years previous successful experience in managing, planning and implementing malaria or other infectious disease control programs in challenging field settings
- Strong data management and analysis skills
- Hard worker that can prioritize and organize workload
- Excellent presentation and reporting skills

- Excellent communication skills, with good spoken and written English
- Excellent computer skills including Microsoft office, EPI-Info and other statistical software
- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities
- Ability to manage a team with diverse skill levels with standardized approaches
- Ability to remain calm and to be diplomatic
- Good team player; Able to work and live as part of a team
- Self motivated and attention to detail essential

**Desirable Skills and Experience**

- Previous experience in West Africa (in particular Liberia)
- Experience with ECHO and USAID funded projects
- Community mobilization and education skills and experience

**Fees and benefits:**

Fees commensurate with experience. The MENTOR Initiative offers a competitive benefits package, including emergency medical, medical evacuation and general insurance.

**To apply:**

All applicants are requested to apply via e-mail attaching relevant documents. These should include a letter of application explaining why the applicant is suited for the position along with a current and up to date curriculum vitae. The aforementioned CV should list three references with contact information, one of which must be from the applicant's last place of employment.

Please send applications to [personnel@mentor-initiative.net](mailto:personnel@mentor-initiative.net). Applications will be reviewed as they are received. The final deadline for applications is **Friday 30<sup>th</sup> May, 2008**. All applications will be treated as strictly confidential. Only short-listed candidates will be contacted for interviews.

**This is an unaccompanied post and is pending donor funding.**