



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

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## **Position Announcement Programme Manager / Sinoe 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.

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### **TERMS OF REFERENCE**

<b>Job Title:</b>	<b>Field Programme Manager</b>
<b>Work Base:</b>	Sinoe, Liberia (Including travel to Monrovia and other locations as agreed)
<b>Responsible to:</b>	The incumbent reports directly to the Country Director (CD).

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#### **Overall Task:**

Responsible for the effective coordination and implementation of The MENTOR Initiative Liberia ECHO/MERLIN joint malaria Programme in Sinoe County.

#### **Specific Tasks:**

##### **1. Administration/Finance**

- Oversee and implement HR policies ensuring adherence to The MENTOR Initiative contracts, guidelines and internal rules.
- Assure the proper budget follow up for the Sinoe ECHO programme, monitor that the budget allocation is correct and respects the initial programme proposal.
- Propose and follow any budget changes in conjunction with the Country Director, and the ECHO Merlin Grant Manager and Administrator, following ECHO procedures.
- Ensure correct financial management and administrative procedures are followed at the Sinoe field office by providing weekly finance expenditure reports and/or financial request in a timely manner to Deputy Country Director-Operations.
- Maintain in constant communication with the management team to ensure proper administrative and financial matters are standardized and followed.
- Assess the continuing training needs of support staff and ensure training needs are appropriately met and within budget.

##### **2. Operations/Logistics**

- Responsible for overall co-ordination of logistic systems and organisation in coordination with the Merlin Field team who share the warehouse, base and accommodation.

- Supervise and Support the Logistics officer based at Sinoe project site
- Ensure quality fleet and asset management, proper procurement procedures are followed, maintenance of communication systems and procedures are utilized, as well as all other operational tasks necessary to support programme activities.

### **3. Security/Communication**

- Responsible for monitoring the overall security situation in the Sinoe County, maintaining and updating security policy and procedures for the Sinoe site in co-ordination with the Country Director (who is over all responsible for the country).
- Ensure implementation of security measures according to The MENTOR security guidelines and monitor the application of the security and safety procedures.
- Ensure all MENTOR Sinoe staff have been through the
- Ensure monitoring of security and safety of teams in the field in co-ordination with the Monrovia based operations/logistics co-ordinator
- Assure that all communication protocols are adhered to and followed by MENTOR Sinoe Field Team members. Including all normal daily, weekly and monthly communications and reports as well as all specific security related communication procedures.

### **4. Team Management**

- Responsible for the overall management of the Sinoe team members national and international, visitors and other short term consultants working in the Sinoe project sites. These include the recruitment of national staff, team building, and conducting appraisals as per The MENTOR Initiative guidelines.
- Coordinate management of shared human resources with the Merlin Sinoe Team including: Data Manager, Security, Office / Accommodation Cleaners
- Assure that the team follow the same rules and regulations at all level of activities

### **5. Reporting and Representation**

- Represent MENTOR at technical meetings and at donor meetings in Sinoe as well as at other meetings when requested
- Assist with the oversight of data management and analysis for ECHO project
- Provide weekly MENTOR field reporting to the CD
- Provide monthly reporting to the CD and Merlin ECHO grant manager.
- Development and submission of interim, prefinal and comprehensive final report in ECHO format, covering the full period of the programme.

### **6. Technical Management**

- Responsible for technical programme planning with the Technical Director and overall management of malaria surveillance, prevention and case management activities in Sinoe County.
- Assist with the oversight of data collection, management and analysis for ECHO/MERLIN joint malaria project
- Develop and provide monthly activity plans and provide these to the Country Director with copies to, MENTOR Deputy Country Directors for Operations and Technical and the Merlin ECHO Grant Manager to inform them of activity support needs for field activities (finance, transport, materials; distribution support, other logs support etc).
- Working closely with the Ministry of Health County Health Team in Sinoe to co-ordinate and ensure the training and support of partners working in health facilities and communities in Sinoe county 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:
  - a. *Provision of essential malaria diagnostics (RDTs) and treatment (ACTs, IM Artemeter) 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 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 in the 20 catchment areas of the functioning health facilities.*

## **7. Partner Coordination**

- Ensure strong co-ordination and collaboration with the Merlin partner team.
- Attend Merlin/MENTOR partner meetings as indicated in the MoU
- Coordinate on all relevant issues relating to the shared office / accommodation / HR / assets.
- Monitoring and evaluation of MENTOR/Merlin activities in the Sinoe to ascertain successes and failures of this joint ECHO programme
- Coordinate and collaborate with the national and district teams of the Ministry of Health, international and national organisations working in project counties to ensure that the MENTOR Initiative has strong links with all and are providing technical advising as necessary.

## **8. Other**

- Oversee other The MENTOR Initiative activities as agreed with the Country Director

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

- Public health qualification at post graduate level.
- 2-3 years previous successful experience in managing, planning and implementing health programmes in challenging field settings
- Community mobilization and education skills and experience
- Basic data management and analysis skills
- Ability to manage a team with diverse skill levels with standardized approaches
- 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 excel and word
- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities
- 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 funded projects
- Experience living in remote field sites
- Experience in malaria and/or malaria experience/knowledge

## **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.**