

Job Title : **Lab PSE Program Officer**
Reports To : **Laboratory Technical Advisor**
Start Date : **As soon as possible**
Location : **Monrovia**
Open positions : **One (1)**
Posted : **21 November 2016**

Position Description

Through the Maternal and Child Survival Program, Jhpiego Liberia is implanting the “Strengthening Liberia’s Frontline Health Workforce Post-Ebola” program which aims to strengthen the capability and resilience of Liberia’s frontline health workforce to address second order impacts from the Ebola crisis while strengthening the resilience of the workforce to provide quality, safe and respectful services. MCSP Liberia is hiring a Pre-Service Education Lab Tech Officer who will work as an integral part of MCSP Liberia’s technical and management teams and will report to the MCSP Pre-Service Education Lab Tech Advisor. The Pre-Service Education laboratory Officer will support the advisor in the provision of technical assistance to strengthen MLT education, pre-service training institutions and their ability to provide state of the art, high quality pre-service education for MLT education. These may include and not limited to: participation and support for curriculum updates and revision, health worker training, supervision, and mentorship for improved performance. Effective collaboration with other MCSP technical advisors, programs staff and MOH counterparts will be essential. The Pre-Service Education MLT Officer will be based out of the project’s central office in Monrovia and may travel to field sites in coordination with the Pre-Service Education Lab Tech Pre-Service Education Advisor

Responsibilities:

- Provide technical and programmatic assistance to Laboratory Technical Advisor for the pre-service education activities
- Assist with other programmatic and administrative duties as required.
- Work closely with the Advisor to plan and implement program’s activities
- Give support to MCSP’s lab Advisor for pre-service education activities, including the training needs assessment, training of trainers, skills lab development, and necessary capacity building and support for the training institutions
- Provide follow-up support and track progress of project activities as assigned
- Assist with organization of meetings, trainings, field visits, and other activities.
- Assist in coordination efforts between MCSP/Jhpiego, MOH, USAID and other implementing partners
- Coordinate, attend and lead follow up from coordination meetings, as needed
- Contribute to the development of innovative program approaches
- Promote the use of performance and quality improvement approaches in practicum sites
- Give support to M&E teams to collect appropriate data related to quality of MLT education services.
- Work collaboratively with Supervisor for training activities at Training Institutions and implementation of training programs (including materials, curricula, and assessment tools) and assist with the coordination of all training activities

- Contribute to building of local capacity through follow-up to mentors at lab tech educational institutions
- Assist in coordinating resources, particularly human resources, to implement effective training activities
- Give support for active participation in national laboratory technical working groups and strategy discussions as appropriate
- Give support for meetings and conferences about lab tech education, pre and/or in-service training as necessary and share information with staff locally and at headquarters
- Give assistance to document activities including challenges, successes and lessons learned
- Support the drafting and preparation of program reports, work-plans, monitoring tools, and correspondence as requested
- Other tasks as identified by the supervisor

Qualifications:

- Qualification as a lab technician required; advanced degree desirable
- At least 5 years work experience in health programs with progressively increasing responsibilities
- Prior training experience; excellent classroom and clinical training skills including participatory and experiential methods
- Knowledge of strategic planning, performance and quality improvement approaches, training program development, implementation, and monitoring and evaluation
- Knowledge of Liberia's health education institutions and health care system
- Current knowledge in the field of lab technology
- Strong communication, presentation, and writing skills in English
- Demonstrated self-management (i.e. motivation, dealing with pressure, adaptability).
- Experience working on USAID programs preferred
- Computer literacy; Microsoft Office (Word, Excel & PowerPoint), Internet

Interested applicants should send their electronic CVs to:

liberiahumanresources@gmail.com including three professional referees to include current employer, email addresses and telephone numbers. Deadline is Wednesday, November 30, 2016. Only short-listed candidates will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Failure to follow instructions, your application(s) would be denied.

Female candidates are strongly encourages to apply. Failure to follow the instructions of applying, your application would be denied. For further information about Jhpiego, visit our website at www.jhpiego.org.