



GHEI is recruiting for a Health Program Coordinator to be based in Humjibre, Ghana.

Start Date: March 1, 2019

Duration: 13-24 months, with preference given to candidates who can commit to the full 24 months

Job Summary: This position entails working with GHEI's local health staff and community health workers to plan, implement, and monitor a range of community-based health activities. The primary focus will be on managing and the future development of the Mother Mentor Program, which aims to improve maternal health and early child health and development. The Health Program Coordinator (HPC) will be the program lead, working with local staff and US-based consultants to ensure the success of the program. The HPC will also be responsible for overseeing the scaled-back Malaria Prevention and Handwashing with Soap at Schools Programs, and the continuation of our small scale Sexual and Reproductive Health and Safe Delivery Programs. In addition, the HPC plans and facilitates health evaluation and outreach projects carried out by short-term volunteer groups during the summer months and pediatric residents, during the spring.

The ideal candidate for this position will have experience in and a strong commitment to capacity building and sustainable development. The HPC works closely with two Health Program Administrators and reports to the Country Director and US-based Executive Director.

Responsibilities:

Programming: 50%

- Lead the health team in the management and implementation of the Mother Mentor Program
- Oversee the scaled-back Malaria Prevention and Handwashing with Soap at Schools Programs
- Oversee the monitoring and evaluation of all health programs
- Plan and manage short-term volunteer health projects by planning suitable projects, writing itineraries and project-specific handbooks, and assisting with onsite logistics and emotional support
- Work with medical volunteers to implement annual health trainings and evaluations

Administration: 30%

- Generate reports for internal use, funders, and local government agencies
- Write and/or revise grant proposals
- Create and monitor budgets and expenses for all health programs

Capacity Building: 15%

- Mentor and build management capacity of two local Health Program Administrators (HPAs) through formal and informal trainings and activities as they take on more of a leadership role within the organization

Other: 5%

- Interface regularly with target communities and local government agencies; network with local government agencies to integrate and align GHEI health programs with existing government health priorities and strategies

Minimum Qualifications:

- Bachelor's degree, preferably a Masters in a related field (e.g Public Health, International Health)
- Knowledge and experience in maternal and child health care
- Minimum 1 year of project management experience, preferably in a developing country
- Strong preference for candidates familiar with logic models and program design specifics
- Experience with data analysis generating descriptive statistics (Excel is sufficient)
- Knowledge and experience in proposal writing
- Familiarity with creating budgets and tracking expenditures
- Fluency with Microsoft Office, especially Excel
- Ability to live and work in a low-resource environment with limited internet capabilities and intermittent power outages
- Demonstrated cross-cultural awareness
- Excellent spoken and written English
- Excellent communication skills and ability to collaborate effectively with all stakeholders in Ghana and staff in the US
- Commitment to the highest professional standards, ethics, and values
- Resilient, patient, flexible, and willing to perform a wide variety of tasks as they arise
- Commitment to building local capacity and working within established local systems, structures, and cultural norms
- Ability to work in close collaboration with the HPAs and as part of a multicultural team

This is a unique opportunity for an early career development professional to gain in-country experience by being embedded in a local team. Working with GHEI will hone your skills in program development, monitoring, evaluation and management. Additionally, GHEI's health programming is in a very exciting stage, which will allow the next HPC to truly shape and impact GHEI's health sector for many years.

Compensation:

The Health Program Coordinator receives a local salary equivalent to ~\$180 USD/month (800GHC). Free housing, electricity, all business-related travel, in-country work and residency permit are also paid for by GHEI. Relocation costs (i.e. airfare), vaccinations, and evacuation insurance are not covered by GHEI.

To apply:

The final date to submit an application is **January 28, 2019**. Applicants are strongly advised to apply early as applications will be reviewed as they are received.

To apply, please send your completed application and resume to aappiah@ghei.org, with 'HPC-Your Name' as the subject line.

In addition, all applicants must provide one professional recommendation, sent directly from the recommender to aappiah@ghei.org, with 'HPC-Your Name' as the subject line.