LIBERIA

MINISTRY OF HEALTH

P. O. BOX 10 – 9009

1000 MONROVIA 10, LIBERIA

JOB VACANCY

POSITION TITLE: Health Workforce Program ResearchManager (HWP ResearchManager)

REPORTS DIRECTLY TO: Director, Research Division, Health Information Systems, Monitoring, and Evaluation (HMER) Unit, Ministry of Health

DIRECTLY SUPERVISES: No supervisory responsibilities.

DEPARTMENTAL/FUNCTIONAL RELATIONS
- M&E and HMIS Divisions, HMER Unit, Ministry of Health
- Human Resources Unit, Ministry of Health
- Community Health Services Division, Ministry of Health
- Ministry of Health service facilities and governance structures (e.g., county health teams, regional and national hospitals, etc.)

EXTERNAL RELATIONS
- Health workforce training institutions and other implementing partners under the HWP
- Academic and non-governmental institutions acting as sub-contractors under the HWP
- M&E technical consultants

PURPOSE
Work with the Research Director and HWP M&E Manager to design and implement applied research (including operations research) projects to understand the outcomes and impact of the HWP. Responsible for implementing HWP evaluations, including planned process and impact evaluations. Ensures outputs from research are accessible and usable by decision-makers and other stakeholders to inform adjustments to HWP strategies and activities as well as dissemination to external research, policy, or academic audiencesthroughout the duration of the project.

KEY RESULT AREAS
- HWP process evaluation implementation support
- HWP applied research projects' design, management, and implementation
- HWP impact evaluation management and implementation
- HWP evaluation and research reporting, presenting, and data usage promotion

DUTIES
- **Management and Coordination Functions**
  - Coordinate, in collaboration with the HMER Unit and the HWP M&E Manager, implementing partners, sub-contractors, and other key stakeholders, such as HWP HMIS and HRIS officers, to ensure clear understanding of both their information needs (such as identifying topics and priorities) and their expected contributions to evaluation and research activities
  - Manage research plans and budgets to ensure evaluation and research aims address program information needs around lessons learned, outcomes, and impacts of the HWP in strengthening Liberia's public sector health system
  - Promote effective use of evaluation and research results for decision-making by the MOH Human Resources Unit and other key HWP stakeholders

- o As needed, manage manuscript and presentation development for publications and conferences with inputs from key stakeholders
- **Technical Duties**
  - o Support the HWP M&E manager in design and implementation of periodic process evaluationsto answer key implementation questions and provide relevant and timely recommendations to improve the program
  - o Conduct applied research activities in response to monitoring findings and key stakeholder information needs, including:
    - ▪ Conducting literature reviews
    - ▪ Identifying evaluation and research questions
    - ▪ Designing research methodologies, data collection tools and processes, piloting, and analysis plans in line with reproducible research principles
    - ▪ Developing timelines and budgets
    - ▪ Planning ethical reviews, such as institutional reviews
    - ▪ Developingand executing research disseminationplans
  - o Implement an outcome/impact evaluationfor the program by:
    - ▪ Work with external technical consultants to design a credible and feasible plan
    - ▪ Executing the plan
    - ▪ Disseminating results and recommendations
  - o Author reports and presentations on evaluation and research findings, contributing to regular HWP performance reviews and other program-wide documents
  - o Perform other HWP researchduties relevant to the implementation of the HWP as may be assigned by the Director from time to time

- **Supervisory Functions**
  - o No supervisory functions

AUTHORITY LIMIT
- **Management of budget**
  - o Manage the HWP research budget
- **Staff management**
  - o No management functions
- **Asset management**
  - o Manages assigned assets.

EDUCATIONAL AND WORK EXPERIENCE
- Master's degree in public health, international development, or other relevant area of study
- Doctoral degree in similar areas is an added advantage.
- Minimum of five years' experience in developing, implementing, and report-writing for process evaluations and applied research projects in large, complex health programs with governmental and non-governmental partners.
- Experience in impact evaluationsis an added advantage

OTHER REQUIREMENTS
- Proven track record in collaborating effectively with a wide range of partners and stakeholders

Candidates are also expected to possess the following core competencies:

M&E/Researchconcepts
- Understand and apply program cycle and results chains concepts
- Understand the fundamental concepts of data quality assurance and pitfalls
- Plan and undertake a desk review, literature review, and/or annotated bibliography
- Use and interpret frequency tables, bivariate cross tables, t-tests, confidence intervals, multivariate analyses, correlations, skewness, and kurtosis

Evaluation concepts
- Develop terms of reference for evaluations and research projects
- Develop evaluation questions and apply appropriate research designs, including knowing when and how to use control and comparison groups and identifying valid and reliable baselines and measurements
- Coordinate with stakeholders to ensure evaluations and research answer priority questions in program implementation and outcomes/impact, informing program changes

Sampling for qualitative studies and quantitative surveys
- Know how and when to design a sampling strategy using probability or purposive sampling methods
- Know how to calculate sample size
- Know how to develop the sampling frame and draw samples

Qualitative and quantitative techniques
- Design, pilot,and use instruments and guides for various qualitative methods, such as focus group discussions, key informant interviews, and direct observation
- Use qualitative data to improve quality and understanding of quantitative data, and vice versa
- Questionnaire design and testing that employs strategies to minimize sampling and non-sampling errors as well as ensuring validity and reliability of data collection in the field
- Manage data collection, including logistics planning based on sampling plan, field manuals for implementation, designing and facilitating training for enumerators, and overseeing data collection

Data analysis
- Develop a quantitative and/or qualitative data analysis plan according to standard acceptable approaches, including research questions, variables of interest, methodology, data cleaning procedures, and table shells or dummy charts
- Use common software (e.g., MS Excel, MS Access, SPSS, R) to design quantitative data entry tools and run analyses that generate reproducible analysis scripts and documentation for descriptive and inferential statistics
- Use common software (e.g., ATLAS.Ti) to design qualitative data entry tools, code/categorize results, and run content or other analyses.
- Appropriately interpret and explain analysis results to inform decision-making

Presenting and reporting information
- Know how to write narrative reports and executive summaries.
- Know how to create and use quotations, statistics, tables, graphs, and charts in reports and presentations effectively and responsibly
- Know how to develop and present success stories and case studies effectively
- Know how to prepare manuscripts for publication and research posters/presentations for conferences or meetings

All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:

The Personnel Division
Attn: James M. Beyan, Human Resource Manager
Ministry of Health, Congo Town
 Monrovia, Liberia

 Email: proumohsw@gmail.com

  This vacancy is also found on the Ministry's website: www.moh.gov.lr

DEADLINE FOR SUBMISSION OF APPLICATIONS: Wednesday, April 12, 2017 AT 4:00PM LOCAL TIME.