



OF LIBERIA

MINISTRY OF HEALTH
P. O. BOX 10 – 9009
1000 MONROVIA 10, LIBERIA

JOB VACANCY

POSITION TITLE: Human Resources Planning Officer, Ministry of Health

REPORTS DIRECTLY TO: Assistant Director, Human Resources Planning, Ministry of Health

DIRECTLY SUPERVISES: Nil

DEPARTMENTAL/FUNCTIONAL RELATIONS

- HMER
- County Health Teams

EXTERNAL RELATIONS

- Ministry of Finance and Development Planning (MFDP)
- Civil Service Agency
- Liberia Institute of Statistics and Geo-Information Services (LISGIS)
- Ministry of Education
- Ministry of Labour
- Educational and Training Institutions
- Health professional regulatory boards

PURPOSE:

Support the development and implementation of robust Human Resource for Health (HRH) policies, strategies and plans and provide sound evidence to inform policy and planning development processes.

KEY RESULT AREAS:

Human Resource for Health Planning Research and Analytics
Policy Development

DUTIES:

- **General Management Functions**
 - Nil
- **Technical Duties**
 - Analyses and advises on optimizing workforce skill mix and distribution to meet MOH needs.
 - Provides information to support the development of strategies and policies for reducing and managing health workforce attrition, improving performance and productivity, managing workloads, and the health workforce implications of health policies and strategies.
 - Analyses and advises on the alignment of the health workforce pre-service education pipeline to meet MOH needs. Assists to develop and maintain pre-service education plans in collaboration with the Pre-Service Education Officer.
 - Assists to develop and maintain in-service training plans in collaboration with the In-service Training Officer.

- Collaborates with the HMER Division and relevant stakeholders in the design, execution, and reporting of research to optimize the production and utilization of the health workforce.
- Maintains a database of planned and completed HRH studies, disseminates the HRH information and research agenda, and advises on proposed studies to ensure alignment with evidence needs and coordination.
- Monitors and reports on progress in the implementation of strategies, programs and plans.
- Advises on the development of the national Health Workforce Observatory, HRH information systems and health workforce sub-account of the national health accounts in coordination with the relevant MOH, CSA and MFDP units for labour market analysis and HRH planning.

- **Supervisory Functions**

- Nil

AUTHORITY LIMIT

- **Management of budget**

- Nil

- **Staff management**

- Nil

- **Asset management**

- Nil

EDUCATIONAL AND WORK EXPERIENCE

- Associate degree in Human Resource Planning or Administration, Business administration or a degree in a related field
- Minimum of two years' experience working in a central planning role particularly in the area of human resource planning

OTHER REQUIREMENTS

- Good research skills, with proficiency in data analytics and the ability to synthesize data and utilize projection models to make and revise HR forecasts.
- Very good IT skills, with good knowledge of Microsoft office and use of statistical analysis tools.
- Excellent communication skills and the ability to work in teams and independently.

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.

