

Position title:	Programme Manager, National AIDS Control Program
Reports directly to:	Assistant Minister, Preventive Services
Directly supervises:	<ul style="list-style-type: none"> ▪ Deputy Programme Manager, Services ▪ Deputy Programme Manager, Finance & Administration ▪ Deputy Programme Manager, M&E, Surveillance, Research
Purpose:	
To manage the National AIDS Control Program so that it will fulfil its objectives of ending HIV/AIDS as a public health threat by 2030.	
Key deliverables/outcomes:	
<ol style="list-style-type: none"> 1. Proportion of PLHIV who know their HIV status. 2. Proportion of pregnant women knowing their HIV status 3. Proportion of diagnosed PLHIV enrolled on ART. 4. Proportion of HIV-positive pregnant women receiving prophylaxis to prevent vertical transmission. 5. Proportion of PLHIV on ART achieving viral suppression. 6. Proportion of HIV-exposed infants receiving EID within two-weeks of birth. 7. Percent financial absorption for HIV programme 	
Duties:	
<p>1. General management duties</p> <ol style="list-style-type: none"> 1.1 Provide overall programmatic direction and strategies for HIV and AIDS prevention, diagnosis, care, and treatment in Liberia. 1.2 Monitor program implementation at all levels to ensure the program is being implemented as planned and within budget 1.3 Ensure effective budgetary control and financial management of the NACP. 1.4 Manage the staff of the NACP through the three managers. 1.5 Prepare and submit progress reports to the central MOH M&E Unit and PCU in a timely manner. 1.6 Coordinate with the respective units in the MOH to ensure smooth implementation of planned activities and agreed modifications to those activities. 1.7 Ensure that terms of every donor grant agreement, including all performance letters and management actions for disbursement, special conditions and time bound actions, are fulfilled in a timely manner. 1.8 Ensure compliance with donor policies and guidelines as well as MOH policies and procedures. 1.9 Lead the effort to mobilise financial and other resources for the NACP. 1.10 Carry out NACP staff half yearly performance reviews in accordance with HR procedures. <p>2. Technical duties:</p> <ol style="list-style-type: none"> 2.1 Lead the development of revised national strategic plans for fighting HIV and AIDS. 2.2 Develop annual plans linked to grant-funded interventions in alignment with performance frameworks and other stipulations contained in grant agreements. 	

- 2.3 Oversight of timely and efficient implementation of grant-funded activities according to approved annual plans.
- 2.4 Oversee and ensure coordination between central NACP strategies/objectives and county and district level programs.
- 2.5 Ensure an inter-sectorial and interdisciplinary approach to program implementation through collaboration and cooperation with all health related MOH units, other Government agencies, community organisation, and national and international non-governmental organisations.
- 2.6 Forecast and quantify requirements and initiate procurement of drugs for the treatment of HIV and AIDS.
- 2.7 Prepare and issue an annual program review.
- 2.8 Lead the development of Funding Requests for Global Fund grants to support the NACP.
- 2.9 Ensure coordination between the NACP and the Global Fund CPU.
- 2.10 Prepare and submit quarterly and other reports according to MOH, Global Fund and other donor requirements.
- 2.11 Continually reassess strategies for improving overall programmatic performance and addressing deficits identified by the quarterly M&E reports.
- 2.12 Provide proactive risk management to mitigate or avoid delays or other challenges that would negatively affect timely and effective implementation of planned program activities.

Educational qualifications:

Medical doctor or Master of Public Health or equivalent degree in a health-related or sociological subject.

Work experience:

- 3-5 years general management experience in a public health program (preferably HIV and AIDS)
- Experience in planning, programming, monitoring and evaluation of projects/programs.
- Experience of GFATM and/or other donor grant management.
- Experience working with NGOs and development aid organisations.
- Experience in building and managing partnerships.
- Experience with general operating functions, and familiarity with procurement procedures.

Competencies:

- Must possess appreciable communications skills – both oral and written.
- Computer literate with proficiency in MS Word, MS Excel and MS PowerPoint and ability to use web-based management systems.
- Must be a good team leader with proven capacity to motivate staff to achieve stated objectives.
- Ability to forecast and to perform project planning, budgeting and performance evaluation.
- Demonstrated leadership and management skills, and ability to coordinate multiple stakeholders.
- Attention to detail and excellent record keeping abilities.
- Knowledge of MOH policies and procedures.

To apply: Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to **James Beyan, Director of Human Resources** The job title of “**Program Manager-National Aids Control Program**” should be in the subject line of the email proumohsw@gmail.com and cc:mgdavis1966@gmail.com Applications can also be hand delivered at Room 318, MOH and addressed to Marvin Garbeh Davis, Sr. Asst HRD, MOH

Deadline for Application: June 2, 2022 @2:00 PM / 1400 GMT

A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter.