

## Terms of Reference – Deputy Program Manager for Programs

INSTITUTION:	Ministry of Health - MOH	<b>Job Title: Deputy Program Manager for Programs</b>
SECTION:	NLTCP - MOH	
IMMEDIATE SUPERVISOR:	Program Manager - MOH	
IMMEDIATE SUBORDINATES:	<ul style="list-style-type: none"> <li>▪ Supply Chain               <ul style="list-style-type: none"> <li>• Monitoring and Evaluation</li> <li>• Program coordinator</li> </ul> </li> </ul>	
FUNCTIONAL RELATIONSHIP:	<p>This position assumes primary responsibilities for all Global Fund grants related program activities, and ensures coordination of all supply chain, M&amp;E as well as labs. The incumbent provides technical support in relation to all program management with funding from Global Fund resources.</p>	
<b>BACKGROUND</b>		
<p>To manage the National Leprosy and Tuberculosis Control Program so that it will fulfil its objectives of ending leprosy and tuberculosis as public health threats in Liberia.</p>		
<b>Pay Grade:</b>	<b>Type of position:</b> Full-time	<b>Employment Classification:</b> Contractor
<b>SUMMARY OF POSITION</b>		
<p>The Deputy Program Manager for Programs (DPMP) will be responsible for a range of core program activities and coordination of all programs under the Global Fund funded HIV-TB with the Ministry of Health.</p>		
<b>OBJECTIVES OF POSITION</b>		
<ul style="list-style-type: none"> <li>➤ To work with the Program Manager to define overall programmatic direction and strategies for TB/Leprosy prevention, diagnosis, care and treatment in Liberia</li> <li>➤ To oversee and coordination among program coordinators</li> <li>➤ Oversee and ensure coordination between central NLTCP strategies/objectives and county and district level programs</li> <li>➤ To ensure the programs unit reports activities and progress on indicators to M&amp;E in a timely manner</li> <li>➤ To support Program Manager in developing initiatives that help achieve the national preventions, diagnose, care treatment goals</li> </ul>		

<b>POSITION DUTIES AND RESPONSIBILITIES</b>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>➤ To report to the Program Manager the status of each of the seven programs on a monthly basis using core indicators mutually agreed upon with the Program Manager</li> <li>➤ To monitor implementation of program coordinator work plans</li> <li>➤ To collaborate with partners to ensure TB and Leprosy activities are implemented in a coordinated manner</li> <li>➤ To advise the TB care and field coordinator on national TB care and treatment program structures and coordinating national care and treatment strategies</li> <li>➤ To advise the Supply Chain Manager on supply forecast inputs and methodologies</li> <li>➤ To supervise Supply Chain Manager to ensure reliable source of supplies</li> <li>➤ To interact on regular basis with the Deputy Program Manager for Administration and Finance to ensure the timely payment of all vendors and funded programs</li> <li>➤ To coordinate with the Deputy Program Manager for M&amp;E and surveillance to ensure that monitoring and evaluating specialist have accurate metrics on which to judge the work of program coordinators at respective sites</li> <li>➤ To continually reassess strategy for improving overall programmatic performance and addressing deficits identified by the quarterly M&amp;E</li> <li>➤ To attend all regular meetings of NLTCP senior staff meeting as scheduled by the Program Manager and other relevant meetings as requested</li> <li>➤ Any other responsibility as may be assigned by the CMO</li> </ul>
<b>QUALIFICATIONS, EXPERIENCE AND SKILLS-MIX REQUIREMENTS</b>
<p>BSC, BA or BBA in Public Administration/Management/Public Health, Master of Public Health/Public Administration/Management or equivalent degree in a health-related is an added advantage.</p>
<p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>▪ 3-5 years general management experience in a public health program (preferably TB/leprosy)</li> <li>▪ Experience in planning, programming, monitoring and evaluation of projects/programs.</li> <li>▪ Experience of GFATM grants management.</li> <li>▪ Experience working with NGOs and development aid organizations.</li> <li>▪ Experience in building and managing partnerships.</li> </ul> <p>Experience with general operating functions, and familiarity with procurement procedures.</p>
<b>CHARACTERISTICS REQUIRED FOR THIS POSITION</b>
<ul style="list-style-type: none"> <li>· Strong professional competency and pro-activeness</li> <li>· Team work and strong interpersonal skills</li> <li>· Problem solving ability/solution oriented</li> <li>· Able to work under pressure and multiple tasking</li> <li>· Responsive, dependable and reliable</li> <li>· Customer service-oriented</li> </ul>
<b>APPLICATION REQUIREMENTS AND SELECTION PROCESS</b>

Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Application can also be made through electronic channel at [proumohsw@gmail.com](mailto:proumohsw@gmail.com).

**Deadline for Application: March 2, 2021 @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.