



POSITION DESCRIPTION

Position: Project Director
Band: K
Reports to: Senior Manager
Location: Monrovia, Liberia

Management Sciences for Health (MSH) is seeking a Project Director for a USAID-funded project to establish a new Center of Excellence for Infectious Disease (CEID) at John F. Kennedy Hospital in Monrovia. The CEID project encompasses a public and private sector alliance to build the capacity of health care workers to prevent, detect, and respond to infectious diseases, and to refurbish hospital facilities and equip the Center of Excellence for diagnosis, clinical care, and teaching.

MSH seeks candidates with a postgraduate degree and a minimum of 8 years of experience. Strong candidates will have previous experience managing large USAID-funded projects with the proven ability to build and maintain relationships with senior-level colleagues, particularly interacting with government agencies, NGOs, private sector groups, and other donor organizations. Knowledge of infectious diseases and hospital systems is preferred.

This position is contingent upon donor authorization to begin work. The first phase of this project is anticipated to start in March 2017, and will be completed in September 2018. This position will be based in the MSH office in Monrovia, and will be supervised by the Senior Manager at MSH headquarters.

OVERALL RESPONSIBILITIES

The Project Director will lead and manage the project, in coordination with the alliance partners and through the CEID Steering Committee. The Project Director will be accountable for all project deliverables and results, on time and within budget. S/he will oversee all facility renovation, procurement of supplies and equipment, capacity building of health care workers including laboratory staff. The Project Director will coordinate the engagement of relevant stakeholders, leading alignment meetings and drawing consensus among partners. S/he will also ensure the technical validity of interventions, conduct monitoring and evaluation, and write technical progress reports and other documentation of project activities.

SPECIFIC RESPONSIBILITIES

1. Project Results:
 - a. Plan and implement project activities and provides high quality technical and strategic leadership, managerial oversight, and administration of the project.
 - b. Serve as the primary project liaison from MSH with partners, and is accountable for the achievement of results, ensuring quality of services is maintained at the highest standard, and that all project objectives and deliverables are met.
 - c. Safeguard MSH's reputation by ensuring that financial, contractual, technical, and political integrity is maintained and strengthened.

2. Technical Strategy and Vision:
 - a. Develop (update, and adapt, as needed) and execute project results framework, performance monitoring plan, technical strategy, M&E plan and annual work plans as per donor agreement requirements, MSH technical frameworks and standards.
 - b. Ensure appropriate and timely documentation and dissemination of key results and deliverables for maximum project impact using a variety of communication strategies and media.
3. Project and People Management:
 - a. Ensure effective contract/agreement implementation in strict compliance with donor agreement clauses, MSH and donor policies and standard operating procedures (SOPs).
 - b. Manage and mentor the project staff as per MSH policies and guidelines and implement an effective performance-management program including regular check-ins, annual appraisals, supportive supervision, rewards, training, coaching and career development support.
4. Client and other Stakeholder Relationships:
 - a. Build and maintain strong working relations with key internal and external stakeholders, beneficiaries, suppliers and partners. Provide effective and timely responses to inquiries and concerns.

QUALIFICATIONS

1. MPH or master's level degree in related field.
2. 8+ years of related experience is required, 10+ years of progressively responsible experience is preferred.
3. Work authorization in Liberia strongly preferred.
4. Fluency in English required.
5. Proven record of aligning diverse, multi-level teams with project mission and vision. Track record of strong commitment to sharing knowledge, documenting experiences, supporting creative initiatives, and sharing credit.
6. Demonstrated strategic agility, diplomacy, conflict management, team building, written and oral communication, and negotiation skills.
7. Demonstrated ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with government agencies, NGOs, private sector groups, USAID, and donor organizations
8. Familiarity with USAID regulations and administrative procedures in the implementation of donor assisted projects.
9. Demonstrated subject-matter expertise in technical content relevant to the project.
10. Demonstrated leadership and management abilities.
11. Prior success directing large international donor-funded projects.
12. Demonstrated strategic planning and visioning skills.

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org stating the position in the subject line of your email.

Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **March 13th 2017**

To apply, please visit: <http://bit.ly/2IDFIwM>