

POSITION DESCRIPTION

TITLE: Human Resources Management for Health Mentor

NUMBER OF OPENINGS: 3 (1 per county)

REPORTS TO: Health Systems Strengthening Sr. Technical Advisor

Band: I

LOCATION: Gran Bassa County, Margibi County, Montserrado County, Liberia

BACKGROUND

The USAID is funding the Health System Strengthening (CSHSS) contract to support the Ministry of Public Health in Liberia and seeks to expand their coverage area into three new counties: Gran Bassa County, Margibi County, Montserrado County. The activities are expected to replicate those that have been implemented thus far to “Improve the Health Status of Liberians”, as laid out in USAID/Liberia’s Health Strategy, and Country Development Cooperation Strategy. This shall be achieved through: 1) Strengthened leadership and governance capacity of the Ministry of Health and Social Welfare (MOHSW) 2) Strengthened Ministry of Public Works (MPW) capacity to manage water supply infrastructure improvements, 3) Institutionalized Quality Assurance (QA) and Quality Improvement (QI) initiatives to improve health care service delivery, 4) Strengthened Human Resources for Health (HRH) Management, 5) Improved Supply Chain Management, 6) Increased financial sustainability of services, and 7) Strengthened Health Management Information System (HMIS).

OVERALL RESPONSIBILITIES:

The HR Management for Health Mentor is responsible for providing human resource management capacity building guidance. He/She will work side-by-side with counterparts to promote county ownership of human resource management initiatives. Under the direction of the HRH/Decentralization Advisor, the HR Management Mentor will work closely with CHSWT members to develop and implement HR-related individual and institutional capacity development initiatives. The HR Management Mentor will meet the County Health Team (CHT) routinely to evaluate implementation of annual county plans and determine resource and training needs for critical HR management functions.

SPECIFIC RESPONSIBILITIES:

- Build the capacity of the HR Supervisor and County Health Services Administrator for human resource management, including performance management (e.g. annual performance appraisals).
- Work closely with the Decentralization and HRH Advisor and HSS Advisor, on key HRH priorities, challenges and opportunities for HRH-related capacity building at the county and district levels.
- Provide regular updates to CSH’s Decentralization and HRH Advisor on status of implementation, progress and challenges at the county and district levels related to performance codes of conduct, staff motivation and performance, equitable deployment, retention, and workforce skill needs.
- Strategize with CSH’s Decentralization and HRH Advisor, and HSS Advisor on capacity building modalities, cadence and methods.

- Work with the MOHSW HR Unit to conduct an assessment of staff (including gender issues) at all levels, to provide baseline information for formulation of the institutional framework for performance management at the county and district levels.
 - Support the County HR Officer to roll out Orientation Manual and procedures to orient all new staff before deployment.
 - Build capacity of the county-level HR Supervisor to roll out training updated employee handbook.
 - Build capacity of the county-level HR Supervisor to routinely use the HRIS and implement at the county and district levels.
- Perform other tasks as requested to support overall implementation of the CSH program

QUALIFICATIONS:

- Graduate degree in Human Resource Management or Business Administration with at least 4 years of progressively responsible experience with human resources management in the public sector.
- Experience coaching/mentoring others; strong training and facilitation skills.
- Experience with/knowledge of Liberia Civil Service Agency reforms.
- Experience working in Liberian health system.
- Skills in coordinating of program activities including training needs, leading teams, communicating and networking, completing deliverables in time, and achieving results.
- Strong leadership, mentoring, management, analytical and organizational skills demonstrated by ability to work both independently and within a team, assess priorities, and manage a variety of activities with attention to detail.
- Skills working in a multi-disciplinary team environment and in collaboration .
- Excellent oral and written English communication skills.
- Fluency in written and spoken English required.

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, **November 18, 2016.**