

GHEI is recruiting for a Health Program Coordinator to be based in Humjibre, Ghana.

Start date: November 1, 2011

Duration: 13 months minimum, with preference given to people who can commit for 2 years

Job summary: This position entails working with GHEI's local staff and teams of volunteer Community Health Workers (CHWs) to plan, implement, and monitor community-based health programs. These programs tend to evolve with time and currently include Malaria Prevention, Hand-washing Promotion, and Sexual and Reproductive Health. In addition, the Health Program Coordinator plans and facilitates 2-week projects carried out by short-term volunteer groups during the summer months. This position requires some project management experience, work experience in a developing country, demonstrated cross-cultural awareness, and the ability to live and work in a resource-poor environment.

This position reports to the in-country Program Director and U.S.-based Executive Director.

Responsibilities:

- Oversee the implementation and monitoring/evaluation of all health programs
- Mentor local health staff (two Health Program Assistants) as they take on more leadership roles within the organization, including planning trainings and activities to build their capacity
- Work with in-country Program Director and Health Program Assistants to manage teams of local Community Health Workers (CHWs), including designing and implementing trainings
- Work with Health Program Assistants and CHWs to facilitate all aspects of program planning and implementation, including logistics planning and supply distributions
- Manage ongoing malaria program research including survey design, data collection, and data management
- Network with local government agencies to best integrate GHEI health programs into existing health service sector
- Forge new partnerships with other local, national, and international NGOs
- Generate reports for internal use and for funders
- Plan and manage short-term volunteer health projects by liaising with volunteers and recruiters in the US, planning suitable projects, writing itineraries, and assisting with onsite logistics
- Interface regularly with local community and local government
- Liaise between local staff and US/UK team

Qualifications:

- Bachelor's degree, preferably a Masters in related field
- Minimum 1 year of project management experience, preferably in a developing country
- Ability to live and work in a resource-poor environment with limited internet capabilities, intermittent power outages, etc
- Demonstrated cross-cultural awareness
- Excellent written English
- Excellent communication skills and ability to collaborate effectively with others in Ghana and in the US/UK
- Commitment to the highest professional standards, ethics, and values
- Flexibility and willingness to undertake a wide variety of tasks as required
- Ability to work independently and as part of a team