



GHEI is recruiting for a Health Program Coordinator (HPC) to be based in Humjibre, Ghana. The ideal candidate is someone who is ready to get their hands dirty, has a willingness to give, learn, and leave an impact through their commitment to this position! This role is ideal for ambitious, thoughtful and service-oriented individuals looking to work for a high-impact, grassroots, international development organization.

We are deeply committed to finding the right person. The HPC must be able to commit to a full 13 month term-of-service. They should be eager to learn, adaptable, fun, courageous and ready to take our health programs to the next level! If you are entrepreneurial and ready to go on this journey with us, read on....

Start Date: January 15, 2020

Duration: 13 months (January 15, 2020-February 15, 2021). First 15 days will involve remote-based onboarding, training and analysis with GHEI's Executive Director, Maternal Health technical experts and the current HPC. It is not required to be based in Ghana at this time.

The HPC is required to be in Ghana on/or around February 1, 2020 and the in-country duration will be through February 15, 2021.

Job Summary: This position entails working with GHEI's local health staff and community health workers to plan, implement, and monitor a range of community-based health activities. The primary focus will be on managing and the future development of the Mother Mentor Program, which aims to improve maternal health and early child health and development. The HPC will be the program lead, working with local staff and US-based consultants to ensure the success of the program. The HPC will also be responsible for overseeing the scaled-back Malaria Prevention and Handwashing with Soap at Schools Programs. In addition, the HPC plans and facilitates health evaluation and outreach projects carried out by short-term volunteer groups during the summer months and pediatric residents, during the spring.

Reports To: In Ghana, this position reports to GHEI's Country Director. Functionally, the HPC will report to the remote-based Technical Expert for Health who will provide development guidance.

Responsibilities:

Program Management and Development (60%)

- Lead the health team in the management and implementation of the Mother Mentor Program

- Oversee the Malaria Prevention and Handwashing with Soap at Schools Programs
- Oversee the monitoring and evaluation of all health programs
- Plan and manage short-term volunteer health projects by planning suitable projects, writing itineraries and project-specific handbooks, and assisting with onsite logistics and emotional support
- Work with medical volunteers to implement annual health trainings and evaluations
- Support in fund development activities for health, including writing and developing grant proposals, sponsorship packages and exploring collaborative partnerships
- Interface regularly with target communities and local government agencies; network with local government agencies to integrate and align GHEI health programs with existing government health priorities and strategies
- Ensure the delivery of a quality donor experience to all GHEI health program donors

Administration (25%)

- Generate reports for internal use, funders, and local government agencies
- Create and monitor budgets and expenses for all health programs

Capacity Building (15%)

- Mentor and build management capacity of two local Health Program Administrators (HPAs) through formal and informal trainings and activities as they take on more of a leadership role within the organization

Minimum Qualifications:

- Bachelor's degree, preferably a Masters in a related field (e.g Public Health, International Health)
- Knowledge and experience in maternal and child health care
- Minimum 1 year of project management experience, preferably in a developing country
- Strong preference for candidates familiar with logic models and program design specifics
- Experience with data analysis generating descriptive statistics (Excel is sufficient)
- Knowledge and experience in proposal writing
- Familiarity with creating budgets and tracking expenditures
- Fluency with Microsoft Office, especially Excel
- Ability to live and work in a low-resource environment with limited internet capabilities and intermittent power outages
- Demonstrated cross-cultural awareness
- Excellent spoken and written English
- Excellent communication skills and ability to collaborate effectively with all stakeholders in Ghana and staff in the US
- Commitment to the highest professional standards, ethics, and values
- Resilient, patient, flexible, and willing to perform a wide variety of tasks as they arise
- Commitment to building local capacity and working within established local systems, structures, and cultural norms
- Ability to work in close collaboration with the HPAs and as part of a multicultural team

Compensation – Please read carefully!

The HPC will receive a monthly stipend starting in January 2020 at 800 Ghana cedis a month (approx. \$200 - more than enough to live on in our area). Once in Ghana, the **HPC will also receive**: housing on-site, a local sim card, initial transport to our operation from Accra, all necessary immigration registrations and documents for foreign residents in Ghana, and 25 days holiday a year. The HPC will be reimbursed for all program related transportation and other costs.

Currently, GHEI puts nearly all of our funds into supporting our mission of providing necessary health and education programs for children in Ghana. Unfortunately, we cannot cover the cost of international travel, visas, and health insurance. Upon completion of the contract, GHEI is prepared to assist with letters of recommendation.

To apply

The application deadline is November 22, 2019. Applicants are strongly advised to apply early as applications will be considered as they are submitted. Preference will be given to applicants that submit well before the deadline.

To apply please send your resume and application to aappiah@ghei.org with 'HPC-Your Name' as the subject line.

In addition, all applicants must provide one professional recommendation (preferably sent directly from the recommender) to aappiah@ghei.org with 'HPC-Your Name' as the subject line.