

John F. Kennedy Medical Center Under 5 Program Project Officer Vacancy

Background

John F. Kennedy Medical Center is hiring a Project Officer to focus on the development and strengthening of the *Under 5 Program*. The Project Officer's primary responsibility will be: 1) Program Development and 2) Research & Data Analysis.

Responsibilities

1) Program Development:

- Create a five year development strategy. This strategy document is a comprehensive five year program/business plan for the *Under 5 Program*. The strategy should:
 - a) consider a phasing out for the current model of free services; perhaps charging reduced fees that can be set aside for future operation
 - b) Have a fundraising plan that targets grants from Foundations, Corporations, bi-lateral and multi-lateral donors.
 - c) Have marketing strategy that includes a logo, branding and institutionalizing of the program throughout the country. The marketing strategy should capitalize on the current partnership with Chevron.
 - d) Have a time line for the program model to be replicated across the country
- Developing and maintaining the budget: The Project Officer will create the official budget for the *Under 5 Program* and manage current and incoming grants.
- Proposal Writing and Grant seeking: in conjunction with the fundraising plan, the Project Officer will write proposals for the program and seek grant funding from Foundations, Corporations, bi-lateral and multi-lateral donors. The Project Officer is tasked with raising funds for the program for the following 2012-2013 fiscal year.
- Staff Management: With the approval of the Project Director, the Project Officer will hire and vet staff according to the needs of the program to ensure smooth and timely execution of the five year plan

2) Research & Data Analysis

- In order to assess the viability and replication of the *Under 5 Program* the Project Officer will focus a certain portion of his/her time on conducting research that includes data collection and analysis:
 - a) Collect Data: Create and establish a system for collecting daily, weekly, monthly and annual data on the program usage
 - b) Analyze data: Provide statistical reports to the Project Director on the impact, successes, challenges, and trends of the program

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- c) Prepare the CEO to present findings to the board, GoL, and Liberia's multi-lateral and bi-lateral partners
 - Conduct research on other programs that are being utilized to address MDG-4 and high infant mortality

Qualifications

- At least a Master Degree in Social Work, Public Health, Public Administration or an MBA.
- In country experience: A minimum of one year experience working with JFK, a government hospital or GoL entity.
- A minimum of one year working on a social service program in a developing country.
- Proposal Writing and Grant Management experience is a must.
- Strong writing, presentation and interpersonal skills.
- Ability to collect and analyze medical data and provide statistical reports.
- Ability to create and manage a budget.
- Staff Management Experience: Ability to identify staffing needs and hire accordingly. Ability to manage administrative and medical staff.
- Ability to liaise with other administrative and clinical departments to assure the smooth operation of the Under 5 program.
- Ability to serve as main interface with donors.
- Ability to market and fundraise for the program.

Application Process:

Interested applicants should send: 1 page cover letter, 1 -2 page resume with professional references, academic credentials, and 5-10 page relevant writing sample to jfkunder5@gmail.com. Application should be addressed to Dr. Wvannie Scott-McDonald, Administrator and Chief Executive Officer, John F. Kennedy Memorial Hospital. Deadline for application is September 14, 2011. Only shortlisted applicants will be contacted. No phone calls or unsolicited meeting requests will be permitted.