Job Title: Monitoring and Logistics Assistant
Reports To: Monitoring, Evaluation, and Research Manager
Start Date: As soon as possible
Location: Voinjama, Lofa (1); Buchanan, Grand Bassa (1); Sanniquellie, Nimba (1)
Open positions: Three (3)
Posted: December 20, 2016

The Maternal and Child Survival Program (MCSP) is a global, USAID Cooperative Agreement operating in 24 high priority countries to introduce and support high-impact health interventions with the ultimate goal of ending preventable child and maternal deaths within a generation. The Program is focused on ensuring that all women, newborns and children most in need have equitable access to quality health care services to save lives. USAID’s MCSP supports programming in maternal, newborn and child health, immunization, family planning and reproductive health, nutrition, health systems strengthening, water/sanitation/hygiene, malaria, prevention of mother-to-child transmission of HIV, and pediatric HIV care and treatment. USAID’s MCSP engages governments, policymakers, private sector leaders, health care providers, civil society, faith-based organizations and communities in adopting and accelerating proven approaches to address the major causes of maternal, newborn and child mortality such as postpartum hemorrhage, birth asphyxia and diarrhea, respectively, and improve the quality of health services, from household to hospital.

The MCSP Liberia Restoration of Health Services “RHS” program aims to renew the confidence of people in primary health facilities in their communities by restoring and bringing infection prevention and control (IPC) and reproductive, maternal, newborn, and child health (RMNCH) services up to standard. MCSP Liberia RHS is currently working in health facilities throughout Lofa, Nimba, and Grand Bassa Counties.

USAID’s Maternal and Child Survival Program in Liberia is hiring Monitoring and Logistics Assistants. The Monitoring and Logistics Assistant will serve a dual role of carrying out program monitoring and supply chain activities. For program monitoring, the assistant will support facilities with routine data collection for the health management information system (HMIS), including DHIS2 and the logistic management information system (LMIS), and collect data and report program data from MCSP-supported facilities related to health service delivery and infection prevention and clinical standards adherence. For supply chain, the assistant will monitor availability of tracer drugs at MCSP-supported health facilities on a routine basis, and will assist with the logistics and data collection for drug and supply procurements and distributions.

**Job Responsibilities**

**Program Monitoring:**
- Implement program monitoring strategies, in collaboration with program staff and counterparts;
- Ensure that data collection systems are in place, functional, timely and efficient;
- Work alongside county-, district-, and facility-level staff to collect and enter high quality, complete data into the national HMIS in a timely manner;
- Travel regularly to program sites with County Program Officers to collect data on health service delivery, standards adherence, and tracer drug availability in mobile- and paper-based data collection forms, and submit to Monrovia office on time;
- Provide monitoring support to trainings occurring in assigned county, as appropriate;
- Support implementation of targeted assessments, including quality of care assessment(s) using clinical standards, to inform program activities;
- Assist MER team with data quality assessment (DQA) activities, where applicable;
- Organize and file all data collected and related files according to storage guidelines.

**Supply Chain:**
- Routine data collection:
  - Conduct monthly inventory of tracer drugs at health facilities, including checking for expired drugs and stock status, and submit reports in a timely manner;
  - Conduct quarterly inventory of essential drug availability at MCSP-supported health facilities with the county pharmacist using the SSRR (Stock Status Report and Requisition) Form and submit to the Monrovia office;
- Supply chain monitoring and LMIS:
o Assist the facility officers-in-charge (OICs) in placing orders for tracer drugs using the appropriate forms, as necessary;
o Work with facility OICs and Dispensers to make sure that stock cards are up to date on a daily basis;
o Ensure IRRF (Internal Request Requisition Forms) are filled in and approved by facility OICs before drugs are supplied from the facility’s store to the dispenser unit;
o Ensure facilities’ drug stores are in compliance with pharmaceutical guidelines according to good storage practices;
o Ensure all records and reports related to supply chain and LMIS are filled in correctly and on time by the facility staff;

- Logistics:
o Work with the county pharmacist to prepare and implement distribution plans, as appropriate;
o Provide logistics and monitoring support for drug and supply distributions

- Other duties as necessary and as assigned.

**Qualifications, Experience and Competencies**

**Required:**
- Degree in public health, epidemiology, health informatics, statistics or other related health or social science field;
- At least 1 year of applied skills in implementing program monitoring and/or supply chain monitoring activities for public health programs;
- High level of attention to detail and excellent organizational and time management skills;
- Strong technical skills in health service delivery and supply chain monitoring;
- Experience collecting, entering, cleaning, and validating data;
- Experience collecting, monitoring, and reporting data for DHIS2 (health management information system);
- Familiarity with mobile data collection tools and systems such as CommCare or ODK Collect;
- Experience coaching and mentoring others in collection and use of high quality data;
- Proven computer skills in Microsoft Word, Excel, and Outlook;
- Team player able to work in high-pressure environment and manage multiple activities and priorities simultaneously;
- Good interpersonal and communication skills;
- Ability to work effectively with an interdisciplinary team with minimal supervision;
- Fluent spoken and written English;
- Ability and willingness to travel within county and nationally on frequent basis.

**Preferred:**
- Experience collecting and reporting health service delivery and supply chain or logistics data for the Liberia health management information system;
- Experience in supply chain management and or public health commodities management;
- Experience with data quality verification and assessments;
- Knowledge of USAID policies, procedures, and regulations, and understanding of standards required for reporting to international donors.

Interested applicants should send their electronic CVs to: liberiahumanresources@gmail.com including three professional referees, email addresses and telephone numbers and indicate the position location in the Subject line of your email. Deadline is Monday, December 31, 2016. Only short-listed candidates will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encouraged to apply. Interviews maybe conducted in the 3 counties applying for. Failure to follow the instructions of applying, your application would be denied. For further information about Jhpiego, visit our website at www.jhpiego.org.