

## JOB VACANCY

### **JOB TITLE: Assistant Secretary General**

The Government of Liberia (GoL), through the coordinated initiatives of the Ministry of Health (MoH) and the Liberia College of Physicians & Surgeons (LCPS), established a Post Graduate Medical Residency Program in alignment with the National Health Policy and Plan (NHP&P). The goal of this initiative is to train qualified Physicians as Specialists to improve and strengthen the health care delivery system across the Country at tertiary and secondary levels.

### **ANNOUNCEMENT**

The LCPS intends to recruit an Assistant Secretary General (ASG) to strengthen the core management capabilities of the LCPS in order to effectively implement its mandate.

### **Reporting Requirement**

The Assistant Secretary General will report directly to the Secretary General of the LCPS.

### **Professional Requirements**

The Assistant Secretary General will serve as a Senior Management Technical staff in the effective development and implementation of the mandates of the LCPS as enacted by the National Legislature. The Specific roles and responsibilities of the Assistant Secretary General, in consultation and collaboration with the Secretary General of the LCPS, will include, but not limited to:

- Strengthen partnership with the MoH via the office of the Secretary General of the LCPS to align the strategic focus of the LCPS within the framework of the NHP&P as it relates to the Health Workforce (HWF) Program.
- Liaise with the Faculty Chairs to coordinate the development and/or modification of program materials for post graduate residents, which include, for example, Curricula, Prospectus, Resident Policy & Guidelines, Residents Handbooks, etc.
- Liaise with the Faculty Chairs to coordinate the recruitment, retention, and management of post graduate residents, Internal and External Core Specialists, Sub-specialists, and Part-time and Adjunct Faculties in collaboration with the office of the Secretary General of the LCPS.

# LIBERIA POST GRADUATE MEDICAL COUNCIL (LPGMC)

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- Collaborate with local and international partners, which include, but not limited to, the World Bank (WB), West African Health Organization (WAHO), West African Post Graduate Colleges, West African College of Physicians (WACP), West African College of Surgeons (WACS) and Academic Partners, etc.
- Coordinate the LCPS operations within the designated training institutions which include, but not limited to, the John F. Kennedy Medical Center, ELWA and Redemption Hospitals in Montserrado County; Phebe and C.B. Dunbar Hospitals in Bong County, Tellewoyan Hospital in Lofa County; Jackson F. Doe Memorial Hospital in Nimba County; and J.J. Dossen Hospital in Maryland County, in consultation with the office of the Secretary General.
- Liaise with the Faculty Chairs to conduct regular mapping of hospitals across the country to identify new departments, programs and/or institutions for training of post-graduate residents, including integration and accreditation.
- Conduct regular assessments of designated training programs and/or institutions across the country in order to determine the relative efficiency and effectiveness for post-graduate residents.
- Establish continuous linkages with the post-graduate residents, partners and the MoH to regularly review the strategic plan and make recommendation to the office of the Secretary General to modify, where applicable, in order to meet acceptable standards.
- Liaise with the Faculties to develop, foster and strengthen the clinical research programs, including support for collaborative research, grant writing, external funding and scholarly publications, etc.
- Ensure that Institutional Agreements and Memoranda of Understanding (MoUs) are fostered with affiliating institutions and collaborating partners, including adherence and monitoring of the stipulated activities, in consultation with the Secretary General.
- Strengthen linkages with the appropriate arm(s) of the GoL to expand the institutional appropriated budget, and leverage fund and support from external sources, etc.
- Assist in other mandate areas to achieve the mission, vision, goals and objectives, and/or strategic directions, etc., of the LCPS.

## PROFESSIONAL QUALIFICATIONS AND EXPERIENCES

At a minimum, the qualifications and/or experiences of the Assistant Secretary General should include:

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- Doctor of Medicine (MD) degree as a requirement. Additional degrees in Public Health-related disciplines are desirable.
- Minimum of five (5) years of relevant work-related experience in medical education, research, program development and implementation with government, international agencies, NGOs, etc.
- Excellent communication, organizational, management and interpersonal skills, as well as an excellent team player.
- Ability to work under stress with multiple Partners and Government Institutions, and produce positive results to meet deadlines, where applicable.
- Self-driven to perform and proven leadership ability to manage and/or work with a committed team to strengthen medical education in Liberia.
- Excellent analytical, research, writing skills, and detailed oriented.
- Intermediate to advance computer literacy in word packages (word, excel, power point, etc.), including analytical software, etc.

## Interested applicants are encouraged to submit the following:

- § Letter of Application
- § Updated Curriculum Vitae (CV)
- § Names and Complete Contact Details of Three References

The contract will be for 1 year renewable depending on performance and availability of funds. Remuneration and benefits will commensurate with qualification and experience.

The application package should be sent electronically to: [lcps544@gmail.com](mailto:lcps544@gmail.com) and [sbkennedy4@gmail.com](mailto:sbkennedy4@gmail.com) with a deadline of 21 January 2019. Only short-listed applicants will be contacted. Absolutely no phone calls.

Liberia College of Physicians & Surgeons (LCPS)  
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Liberia