



Job Title: Program Officer, HPV Vaccine (Independent Consultant)

Positions: 1

Organization Overview

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low-and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems. CHAI was founded in 2002 in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. Over the following two decades, CHAI has expanded its focus. Today, along with HIV, we work in conjunction with our partners to prevent and treat infectious diseases such as COVID-19, malaria, tuberculosis, and hepatitis. Our work has also expanded into cancer, diabetes, hypertension, and other non-communicable diseases, and we work to accelerate the rollout of lifesaving vaccines, reduce maternal and child mortality, combat chronic malnutrition, and increase access to assistive technology. At CHAI, our people are our greatest asset, and none of this work would be possible without their talent, time, dedication and passion for our mission and values.

CHAI is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. CHAI values diversity and inclusion and recognizes that our mission is best advanced by the leadership and contributions of people with diverse experience, backgrounds, and culture.

CHAI Liberia Overview

In 2006, CHAI was the first international NGO to help Liberia's government rebuild after a decade-long civil war in Liberia had killed an estimated 270,000 people, decimated the nation's health infrastructure and hindered the country's ability to deliver vital health and social services. The partnership between Liberia's Ministry of Health (MOH) and CHAI evolved from being HIV specific to addressing cross-cutting health systems challenges. CHAI has since supported the MOH in strengthening supply chain management, health workforce, health financing, and provided technical assistance across various vertical programs including HIV, maternal and neonatal health, sexual and reproductive health, malaria, cancer, essential medicines and vaccines, oxygen access, and assistive technology.

Position Overview

Liberia introduced the HPV vaccine (HPVv) in late 2019 into routine immunization for adolescent girls aged 9, but service rollout was interrupted after the country reported its first COVID-19 case in March 2020. To improve immunization coverage, the MOH Expanded Program on Immunization (EPI) has plans to conduct a multi-age cohort (MAC) campaign in 2025 along with a switch to a single-dose regimen as recommended by the WHO Strategic Advisory Group of Experts on Immunization (SAGE). CHAI Liberia is seeking a Program Officer, HPV Vaccine to provide technical and coordination support to EPI to ensure the successful implementation of switch and MAC-related activities. The individual is expected to be highly motivated, self-driven, and a strategic thinker. S/he is expected to support across areas of stakeholder coordination and management; health worker capacity-building; data and information systems; supply chain and logistics; and social mobilization. The position will report to CHAI Liberia's Program Director but work closely with other team members on a day-to-day basis.

The position is for an independent consultant (IC) for 171 working days over a period of nine (9) months, ending December 2025. This position will be based in Monrovia, with up to 20% travel to other counties (no more than one week at a time).

Responsibilities

- Facilitate regular HPVv subgroup meetings for coordinated review of progress, and lead other technical working sessions
- Establish strong stakeholder relationships with MOH and other government agencies, NGOs, and multilateral partners
- Support convening of multisectoral coordination meetings between MOH, education, gender, internal affairs, other relevant agencies, and support inter-ministerial collaboration with relevant units
- Support MOH to strengthen HPVv RI and SI coverage strategies, and documenting into strategies brief to include implementation learnings
- Develop presentations, templates, and other tools for HPVv MAC and switch orientation, microplanning, and training workshops (revising existing training materials and data tools as needed)
- Attend and support county, district, facility orientation, microplanning, and health worker trainings
- Liaise with MOH and partners to ensure existing supply chain and logistics operations carry out timely distribution of vaccines, supplies, and other materials



- Develop innovative and effective social mobilization and demand generation strategies for HPVv suitable for the Liberian context
- Conduct daily monitoring and reporting during MAC campaign
- Represent CHAI at relevant in-country technical working groups and meetings, and provide regular updates (presentations) to the EPI-TWG
- Support the integration of MAC campaign data into the National Health Management Information System
- Document and collate TA deliverables for donor reporting
- Any other tasks as requested by CHAI Liberia senior management, particularly on integration of HPVv into broader RMNCAH priorities for the country

Qualifications

- Bachelor's degree and at least 4 years of relevant professional experience in EPI/vaccines including both routine immunization (RI) and supplemental immunization (SI), RMNCAH, health systems strengthening; or Master's degree is an advantage and at least 2 years of relevant experience
- Well-versed in routine and supplementary immunization best practices and strategies, particularly HCW training, data capture and monitoring, innovative strategies to improve immunization coverage, and health systems integration
- Experience with government and civil society stakeholder engagement, including multi-sectoral coordination outside the health sector
- High levels of proficiency with Microsoft Office required (Word, Excel, PowerPoint, Outlook), with intermediate to advanced proficiency with MS Excel
- Organized and with meticulous attention to detail and effective time management; ability to meet deadlines; ability to work with minimal supervision
- Excellent written and verbal communication skills in English
- Prior working experience in Liberia or West Africa is required

Qualified individuals should send their application and CV to chai.liberia@gmail.com, with the subject line "**Application for HPVV Program Officer 2025**". Applications will be reviewed on a rolling basis and only selected candidates will be contacted.