

Helen Keller Intl JOB ANNOUNCEMENT

Chief of Party, Strengthening Integrated Health Services Activity (SIHSA) *(Freetown, Sierra Leone)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background

The purpose of the U.S. Agency for International Development (USAID) funding for the Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone is to improve the performance and functionality of the health systems to deliver quality, integrated health services, with a focus at the district and community levels to promote optimal key health behaviors to prevent illnesses. Health services include delivery of primary health care at Primary Health Units (PHUs) and community-outreach and district hospitals. The primary objectives of this Activity are to strengthen the health system to improve the delivery of high-quality Family Planning and Reproductive, Maternal, Newborn, Child, Adolescent health (FP/RMNCAH), and malaria services; increase adoption of selected key optimal behaviors to improve health in selected districts in Sierra Leone.

Scope of the Position

The Chief of Party (COP) will provide strategic, managerial and technical oversight to the Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone. S/he will oversee all aspects of the Activity implementation cycle, including planning and evaluation, ensure program quality and personnel and financial management. The COP will liaise with USAID contract officers, technical support staff, partner organizations, outside contractors, and implementers of other USAID-funded initiatives as required. The COP will represent the Activity to all key stakeholders, government officials, and donors at coordination fora and other related seminars and meetings.

This position is expected to be based in Freetown. This five-year position is contingent on Helen Keller being awarded funding and is anticipated to begin in spring 2023.

Specific Responsibilities

1. Lead the Activity in Sierra Leone

- Establish relationships with relevant government authorities, USAID and other partner agencies for planning and implementation of SIHSA.

2. Programmatic

- Develop, guide and oversee all technical, managerial and operational aspects of SIHSA in Sierra Leone.
- Lead and oversee the overall planning, coordination and implementation of SIHSA activities, including strategic planning, technical direction, work plan and budget development.
- Lead and oversee the results reporting to monitor SIHSA's performance, including preparing quarterly, annual and other requested reporting as well as other materials to USAID.
- Ensure that activities are implemented in compliance with USAID requirements.
- Identify SIHSA's implementation risks and suggest necessary adjustments on a timely fashion.
- Develop and maintain a detailed understanding of the health services issues in Sierra Leone including national policy development and key players in government, private sector, INGOs, UN and national/regional and local civil society organizations.

3. Management

- Establish and maintain strong relationships with USAID and partners in-country, government officials, private sector, other donor agencies and key stakeholders.
- Coordinate and liaise regularly with USAID, including participation in regular coordination meetings to achieve SIHSA's objectives.
- Oversee and manage staff and technical consultants hired for the Activity.
- Ensure SIHSA's performance to meet results and deliverables in the work plan on time and take any corrective actions as necessary.
- Build a high-performance team and create a supportive working environment to deliver expected results. Guide and support staff in their development, planning succession, and taking prompt action to address issues of underperformance and any other issues impacting on their professional conduct or implementing their duties and responsibilities.
- Oversee management of subcontracts/agreements with local partners, including ensuring quality and timeliness of deliverables.
- Communicate SIHSA's results, through reports, policy briefs, national workshops, etc.
- Travel domestically and internationally as needed.
- Ensure proper budget management and spending per USAID guidelines and USG cost principles.
- Establish and maintain project communication protocols and ensure proper file documentation of the Activity and management protocols in compliance with organizational and USAID requirements.

4. Representation and coordination within the organization and other stakeholders

- Represent Helen Keller in national and international forums, as needed.
- Report to USAID through both formal and informal debriefings, annual and semi-annual reports.
- Maintain active and cooperative relationships with all key stakeholders, including USAID, government officials, consortium partners, other implementing agencies, and related institutions;
- Represent SIHSA and the organization in public and ensure the distribution of information about project achievements and lessons learned.

Required Qualifications/Competencies

- **Education:** Master's degree in health systems, public health, development studies, international relations, business administration, social sciences, or a related field.
- **Experience:** Over 10 years of professional experience leading USAID-funded programs with similar complexity, preferably with direct experience in Sierra Leone or West Africa.
- Superior leadership, management and communication skills to lead a multi-faceted USAID-funded health services project. This includes professional experience interacting with US Government agencies, host country governments, NGO and private sector stakeholders and fostering new and effective partnerships.
- Demonstrated success across the whole range of project management: strategic program planning; work planning and budgeting; financial, administrative, contractual management and oversight; knowledge of and experience with USAID requirements, policies and regulations; relationship management with multiple clients; oversight of program monitoring and evaluation; and documentation of results for USAID-funded programs.
- Experience working on projects related to health systems strengthening, integrated health services, FP/RMNCAH is a plus.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, and to negotiate effectively with internal and external colleagues.
- Excellent capacity building, team building/management, and coordination skills. An ability to ability to delegate responsibilities effectively and coach and mentor staff.
- Excellent time management and personal organization skills.
- Ability to respond rapidly to shifting implementation scenarios.
- Collaborative, flexible and solution-oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Excellent English language skills, both written and spoken with strong presentation skills.
- Fluency in Kiro is advantageous.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.