

*Peace Corps/Mozambique*

**Health Program Manager, Maputo**

Statement of Work

**Reports To:**  Deputy Director (DD)

**Coordinates with:** Programming and Training Team

**Evaluated By:** DD

**Introduction:**

The U.S. Peace Corps is an agency that promotes international peace, friendship, and sustainable development by sending trained women and men, Peace Corps Volunteers (PCVs), to serve in countries that have requested their assistance. The Health Program Manager, formally known as one of two Health APCDs, will work as a member of a team, reporting to the Deputy Director (DD) and working closely with a fellow Health APCD based in Nampula. This position will be responsible for supporting approximately 50-60 PCVs in southern and central provinces (Maputo, Gaza, Inhambane, Sofala, Manica, Tete) plus PCV positions in Maputo city. This position will also coordinate with PEPFAR programs and partners supported by the U.S. government.

**Position Summary:**

The Associate Peace Corps Director – Health (APCD) is responsible for the design and implementation of the Peace Corps community health project focusing on HIV/AIDS mitigation, prevention, support to persons living with HIV/AIDS (PLWHA), malaria prevention, health systems strengthening, and local partner capacity-building in order to enable resource mobilization and launch effective HIV/AIDS and malaria interventions. S/he will work in conjunction with Peace Corps staff and host country government officials to develop plans for new projects and revise existing project plans as necessary. The APCD is responsible for identifying and developing job placements for Volunteers that match Volunteer skills and interests; overseeing training for Volunteers; evaluating Volunteer assignments, and providing Volunteer support including guiding and counseling Volunteers in their cross-cultural adaptation and professional development. The APCD represents Peace Corps to government officials and non-governmental representatives in order to identify and develop the project, select sites for Volunteers, and assure support of Volunteers during their service. This position requires travel 30% of the time and a candidate who can provide guidance and counseling to Volunteers on a twenty-four hour basis. Due to the nature of the position, the APCD’s work is often carried out under difficult and stressful conditions.

**Programming and Project Management**

* Identifies host country development issues and dynamics through research, study, and dialogue. Conducts or coordinates periodic assessments of host country and community assets and needs. In conjunction with host country officials, non-governmental organizations, community members, Peace Corps staff members, PCVs, and third parties when appropriate, he/she identifies and develops projects which reflect and serve the needs of the host country. Ensures that projects also meet Peace Corps and regional programming criteria and strategies. Determines the range of skills and degree of competency needed for project implementation. Verifies the probability of recruiting PCVs with these skills and works with training staff to ensure that the PCVs will be given training to achieve the necessary competency levels. Provides advice and guidance to resolve, implement, or manage program or policy issues that involve major areas of uncertainty in approach or methodology. Oversees project monitoring and evaluation through reading and providing feedback on the Volunteer Reporting Forms (VRFs) and conduct PCV interviews using CEAT (Core Expectation Assessment Tool). Creates and refines monitoring systems, including the development of evaluative criteria, monitoring forms, and standard reporting procedures. After consultation with other staff members, PCVs, and host country officials, makes recommendations to the DD about the continuation, completion, closure, or reconfiguration of existing projects.
* Researches and writes all major programming documents including project plans, volunteer assignment descriptions, funding requests, and status reports. Revises project plans annually as part of PC/Headquarters' annual review. Surveys potential PCV sites and evaluates all aspects; including opportunities for meaningful work, living conditions, opportunities for community involvement, and the availability of supporting resources. Ascertains safety situation for PCVs, including the adequacy of transportation and communications for emergency evacuation purposes. Works with the community at each site to prepare them for the assignment of a PCV.
* Establishes working relationships with the host country government, communities, non-governmental organizations, and other institutions to encourage maximum participation in, and support for, PCV projects. Briefs on-site host country supervisors and counterparts on projects and PCV roles. Maintains liaison with relevant ministries and organizations concerning PCV supervision, safety, housing, technical support, and project implementation.

**Volunteer Support**

* Directs the overall professional development of assigned Volunteers. Has full Volunteer services program responsibility, full delegated authority, and responsibility for the Volunteer service program. Assists the Training Manger and other programming and training staff in developing or revising sector specific training objectives, modules, and session designs for Pre-Service and In-Service Training. Presents PST and In-Service Training (IST) technical sessions. In consultation with PST staff, evaluates Peace Corps Trainees and assigns them to specific sites. Designs and implements, or, assists other staff with the administration of ISTs.
* Maintains ongoing communication with and support to each assigned Volunteer. Conducts regular site visits to monitor PCV's project work and personal adaptation. Helps PCVs evaluate their work and plan for the future. Provides technical guidance to PCVs including responding to PCV requests for technical information. Counsels PCVs on their cross-cultural adaptation and professional development. Supports PCVs in dealing with personal problems, crises at home (e.g. death in the family), and site difficulties. Advises PCVs on their options and assists with any needed administrative action. As appropriate, refers PCVs to Medical Officer or Country Director (CD).
* Alerts the Country Director to any problematic job-related, security or health issues that arise at Volunteer work sites. Evaluates the situation and recommends the evacuation, temporary withdrawal, or continued presence of the PCV in consultation with local and national authorities, the DD, CD, the Peace Corps Medical Officer, and Peace Corps safety and security specialists. Works with PCVs to identify community projects and discusses with PCVs the advisability of seeking external funding. Reviews and approves/disapproves Volunteer community projects involving requests for external support. If approved, assists PCVs with the application process for funding. Provides clear guidance to Volunteers regarding Peace Corps policies and enforces those policies in a fair and consistent manner. Institutes disciplinary actions when PCVs violate established policies. Informs CD of problems and recommends solutions.

**General Management and Administration**

* As a senior staff member at post, provides input and works on tasks effecting overall post management and the success of the Peace Corps program. Assists the DD and the CD in establishing an overall vision and mission for the country program. Provides input into the creation of the Post’s strategic and operational plans.
* Works with other staff members to create uniform and complementary programming, training, and administrative systems.
* Performs long-range planning and management of new substantive agency programs where precedents are scarce or nonexistent. Fulfills fiscal responsibilities, including budget preparation, budget reporting, and maintenance of fiscal controls.
* Assists in completing monthly, quarterly, and annual reports. Contributes in writing trainee handbooks, PCV handbooks, and other post documentation dealing with the recruitment, selection, placement, training, and support of PCVs.
* Supervises Program Assistant, i.e., hires, assigns tasks, provides training, evaluates performance, and provides feedback. Periodically serves as post duty officer responsible for weekend and after-hour emergencies and performs other relevant duties as assigned by the Country Director.
* Perform other duties as assigned by the CD or the DD to assist Peace Corps successfully carry out its mission in Mozambique.

**Safety and Security**

Every individual with any involvement in the operations of Peace Corps/Mozambique has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties of the Health & Core Training Specialist include, but are not limited to, the following:

* Maintains awareness and understanding of all directives of PC regarding S&S. this includes the Post Emergency Action Plan.
* Maintains, especially during PST, staff, Volunteers contacts phone numbers and/or email addresses in case the need arises to establish contact and provide emergency information.

**Requirements:**

* Master’s in Public Health, Social Work, or closely related field – or 10 years’ experience working in the field of Public Health.
* Minimum 5 years’ field experience in community-based projects, that may include experience with assessment tools, project planning and design, service delivery models and monitoring and evaluation systems.
* Fluent in English (written and spoken).
* Fluent in Portuguese (written and spoken) and/or Mozambican national language(s).
* Experience working in rural areas of Mozambique.
* Knowledge of the Mozambican health care system.
* Technical knowledge and experience working HIV and AIDS, malaria, nutrition and other public health areas.
* Managerial skills.
* Direct experience working with Americans or other relevant experience that would indicate a deep understanding of American culture.
* Good oral and written communication skills.

**Preferred:**

* Past experience working with Peace Corps Volunteers.
* Experience working in health with NGOs or international NGOs.
* Past experience in organizational development.
* Knowledge of monitoring and evaluation and program design.
* Knowledge and experience working with PEPFAR funded programs.
* Experienced trainer/presenter/facilitator.
* Knowledge of Mozambican local languages.