



## Job Description

<b>Position Name:</b>	<b>Program Director</b>
<b>Reports to:</b>	<b>Country Director</b>
<b>Directly supervises:</b>	<b>Program Team</b>
<b>Location:</b>	<b>Kingston, Jamaica</b>
<b>Duration of contract:</b>	<b>One year, open to further extension</b>

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### Background

The International Training and Education Center for Health (I-TECH) is a global health program of the University of Washington (UW) Department of Global Health in Seattle, Washington. I-TECH operates programs and employs staff in multiple countries in Africa, Asia, Eastern Europe, and the Caribbean Region.

Since 2003, I-TECH Caribbean has provided technical assistance to Ministries of Health in the Caribbean region and partners to support national health systems strengthening initiatives and a timely national HIV response through the implementation of robust care and treatment strategies. This includes continuous quality improvement at priority care and treatment sites, clinical mentoring, in-service and pre-service training and a focused effort to improve the comprehensive HIV care and treatment for key population groups including MSM, persons of trans experience, and sex workers. Drawing on expertise from I-TECH's global network, I-TECH has assisted in strengthening the region's capacity to develop a competent health care workforce and administer quality HIV care and treatment programs.

### Position Overview

I-TECH Jamaica is seeking a Program Director to lead program implementation as well as strengthen I-TECH's local capacity and expertise in program monitoring and evaluation.

### Primary Responsibilities

#### Program Management (40%)

- Provide oversight for the implementation of I-TECH Jamaica program activities.
- Maintain and promote good working relationships in Jamaica between I-TECH and multiple programmatic partners, including MOHW, HRSA, CDC, USAID and other technical partners.
- Develop and maintain strong local partnerships to further collaborative efforts and information sharing, and convene meetings as needed with key partners.
- Oversee the development of program/activity work plans, in collaboration with program staff, the Seattle-based Senior Program Manager (SPM) & Country Director.

- Coordinate and monitor work plan activities with technical leads, the Country Director and SPM.
- Recommend and support development of new activities, ideas or products, particularly with a focus on innovation for building healthcare worker (HCW) capacity & improving the systems under which they work.

#### Reporting, Monitoring & Evaluation (M&E) (30%)

- Develop and strengthen monitoring and evaluation procedures to evaluate progress towards program objectives.
- Oversee and ensure systematic, consistent collection, compilation and dissemination of activity indicator data.
- Coordinate with relevant staff to draft I-TECH Jamaica quarterly reports, , and annual reports, as well as document articles, lessons learned, case studies, and other information needed for reporting purposes.
- Assist with data analysis for quarterly PEPFAR reporting as needed, including data for MER indicator results for HTS\_TST, HTS\_POS, TX\_NEW, TX\_CURR, and TX\_PVLS as well as retention on ART.
- Participate in annual project reviews and planning workshops and assist in preparing relevant reports.
- Assist personnel with M&E tools and in supporting them in their use.
- Oversee IRB and Ethics Board approval where necessary.
- Develop assessment protocols and undertake program outcome analyses.
- Support program team to communicate project results in peer reviewed journals.

#### Staff Supervision, Mentorship and Capacity Development (15%)

- Build capacity of I-TECH Jamaica team through staff needs assessments, trainings, technical support, regular team meetings, and ongoing feedback.
- Recruit and provide oversight and mentorship to new program staff and consultants, and provide support in accomplishing scopes of work.
- Identify programmatic needs (i.e. personnel or supervisory issues, budgetary changes) and recommend administrative/financial changes as required.
- Work collaboratively with the Country Director and Finance & Operations Director to provide recommendations for appropriate staffing, development of job descriptions, and budgets.
- Build staff skills in areas related to M&E.

#### Regional Operational Plan Development (10%)

- Participate in annual PEPFAR planning process and proposal development.
- Work with the Country Director, SPM and technical leads to design new projects and interventions to be submitted to the USG team for inclusion in the Regional Operational Plan (ROP).
- Under the direction of the Country Director, contribute to new initiative proposals.
- Assist with the development of strategic plans and related workplan costing.

#### **Other duties as assigned (5%)**

- Perform other reasonable duties as assigned by immediate supervisor.

## **Qualifications, skills and Knowledge**

Masters Degree in Public Health, Health Administration, Business Administration, or a related field.

Required – Minimum Work Experience (number of years and type of experience)

- Ten years of comparable work experience in program administration/management, with at least five years of work in international and/or limited resource settings.
- Five years or comparable experience in program monitoring and evaluation.
- Experience in developing and implementing program activities.
- Extensive supervisory experience and a commitment to building staff's personal and organizational capacity.
- Excellent problem-solving, decision-making, organizational and communication skills, with ability to prioritize multiple tasks and work effectively in a demanding environment.
- Excellent interpersonal skills, including patience, flexibility, diplomacy, cross-cultural communication, willingness to listen, and respect for colleagues.
- Demonstrated ability to work both collaboratively and independently.
- Clear written and verbal communication skills, and close attention to detail.
- Possess computer skills including MS Office, PowerPoint, Excel and SPSS and/or other data or statistical analysis platforms.
- Knowledge of and familiarity with international public health issues.
- Specific familiarity with HIV/AIDS care and treatment-related issues.
- Experience working with the Jamaican health system.

(Equivalent experience may substitute for minimum requirements.)

### **Desired**

- Strong background in training, facilitation and participatory methods and strategies.
- Experience with the funding and reporting requirements of PEPFAR and/or other USG or international donor agencies.

**Current employees of the Ministry of Health in Jamaica are not eligible to apply.**

**Applicants should submit a resume and cover letter to the Director of Finance and Operations at [hr@itech-caribbean.org](mailto:hr@itech-caribbean.org) no later than Sunday, September 22, 2019. We appreciate all applications, but only shortlisted candidates will be contacted.**