



PROGRAM COORDINATOR, SIERRA LEONE: JOB DESCRIPTION

Role Title: Program Coordinator, Sierra Leone
Organization: Lifebox
About us: Global nonprofit making surgery and anesthesia safer worldwide
Team: Programs
Reporting to: Program Manager
Key relationships: Program team colleagues; clinical team; fellow, external stakeholders & partners
Location: Freetown, Sierra Leone (working with global remote team)
Employment type: 1 year full-time contract

Background

Lifebox is a growing and dynamic global health non-profit dedicated to saving lives by improving the safety of surgery and anesthesia around the world. Lifebox works to increase anesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 13,000 healthcare providers. Lifebox is registered as a charity in Ethiopia, Liberia, the UK, and the US, with nearly 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

Lifebox is launching work in Freetown, Sierra Leone in collaboration with our partner, Mercy Ships. We will jointly implement the Clean Cut program, focussing on the use of data to drive Quality Improvement in surgical systems. We are recruiting a Program Coordinator to work closely with hospital and partner teams to coordinate and facilitate the implementation of the program.

Purpose of the role

To support the implementation of Clean Cut at the selected facility/ies in Sierra Leone. Working under the direction of the Program Manager, the post holder will facilitate the effective implementation of Clean Cut, providing operational and administrative support for the effective functioning of the program, while putting in place the programmatic structures that will ensure success over time. This will involve managing a host of in-country relationships.

POSITION DESCRIPTION

Roles and responsibilities

- Coordinate and manage the implementation of Clean Cut at selected facility/ies in Sierra Leone

- Coordinate identification and selection of in-country team members as required
- Coordinate the program launch and on-boarding process
- Plan, organize and document all project related meetings, workshops and training
- Check in regularly with the hospital-based implementers of Clean Cut to ensure that activities and deliverables are on-track and troubleshoot as required with close supervision
- Track and maintain the implementation timeline and overview of progress at each Clean Cut site
- Ensure project activities and supporting documentation and processes comply with the policies and regulations of Lifebox and the funding organization
- Manage allocated budget and expenditure with the Program Manager
- Prepare high-quality reports and other materials in line with Mercy Ships and Lifebox requirements
- Ensure close collaboration and coordination with all stakeholders - particularly Mercy Ships, hospital teams, and other in-country partners, to guarantee smooth implementation of activities
- Provide overall support for the implementation of programmatic work in the region
- Develop and build partnerships and networks, representing Lifebox with key stakeholders and at key events as required

PERSON SPECIFICATION

Essential

- Experience supporting or coordinating the delivery of projects in global health, development or humanitarian sectors
- Good working knowledge and understanding of the Sierra Leone health system
- Experience of delivering projects in collaboration with external partners
- Ability to quickly build strong working relationships with colleagues and partners, including those working in different geographies and cultures
- Strong administrative and organizational skills
- Self-motivated with proven ability to take initiative and work with remote supervision
- Ability to prioritise tasks and work to competing deadlines
- Ability to proactively solve problems and develop creative solutions
- Understanding of basic principles of monitoring and evaluation, and ability to interpret data appropriately
- Excellent written and spoken English
- Good communication skills, able to communicate clearly and appropriately
- Excellent IT skills (particularly in Word, Excel and Powerpoint and/or the Google suite equivalents)

- Strong commitment to Lifebox's mission and vision

Desirable

- Qualification in public health, international development or similar
- Experience working with clinicians
- Knowledge of monitoring and evaluation tools and practices
- Fluency in additional languages, particularly French

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within two weeks of the closing date, please consider your application as unsuccessful.

Closing date: 1 May 2024

Lifebox is an equal opportunity employer and values diversity