

Training Coordinator CapaCare Liberia

Job Description

Responsible to: CapaCare Country Director in Liberia

CapaCare

CapaCare is an international non-governmental organization with chapters in Liberia, the Netherlands, Norway, and Sierra Leone. CapaCare aims to strengthen the medical and surgical capacity in low-income countries by providing education, especially to providers catering to the most vulnerable populations, in collaboration with the national health authorities.

In 2021, CapaCare started working in Liberia. CapaCare Liberia works with national authorities from the Liberian College of Physicians and Surgeons (LCPS), the Liberian Medical and Dental Council (LMDC), and the Ministry of Health to contribute to developing surgical training in Liberia.

Job Summary

The job holder will organize and oversee all activities by CapaCare Liberia. The Training Coordinator holds both program management responsibilities and will be engaged in clinical work. In the coming years, the focus will be to further develop and implement surgical training in Liberia. One of your main responsibilities will be to develop and implement continuous medical education (CME) training activities.

Closely collaborates with

- National Health authorities in Liberia
 - *Ministry of Health*
 - *Liberian Medical and Dental Council (LMDC)*
 - *Liberian College of Physicians and Surgeons (LCPS)*
- Training hospitals
 - *Jackson F. Doe Memorial Regional Referral Hospital, Tappita, Nimba County (JFD)*
 - *John F. Kennedy Medical Center, Monrovia, Montserrado County (JFK)*
 - *Other potential partner training facilities*
- CapaCare International Board and other CapaCare chapters
- Other stakeholders of the training hospital and potential partner training facilities
- Other Non-governmental organisations with complementing missions
- International partners, such as:
 - *Dutch Surgical Society (NVvH)*
 - *International Safe Motherhood & Reproductive Health Working Party (ISM&RH WP NVOG)*

Responsibilities

Program management and supervision

- Establishing and maintaining partnerships in the health sector with a view to further developing CapaCare's program in Liberia, based on embedding activities in the national policies and structures.
- Organization and supervision of postgraduate training support consisting of:
 - Supervision of rural rotation for residents in Surgery and OBGYN
 - Planning and organization of training courses for residents in Surgery and OBGYN
- Follow-up on the existing Memorandums of Understanding (MOU) and develop new collaborations with stakeholders and potential partners.
- Support, coordination, and supervision of the Finance/Admin Officer
 - Supervising all financial transactions and HR processes for CapaCare Liberia, including taxation and social security payments according to Liberia's tax and labor laws.
 - Supporting and supervising the Finance/Admin Officer in the administrative management, preparation of budgets, financial reports, and fund requests for the project.
 - Coordinating and supervising annual registration and accreditation processes.
- Supervision of CapaCare Liberia employees
- Develop with support from the Country Director and input from the CapaCare Executive board an annual activity plan and budget for the upcoming year. This needs to be submitted to the CapaCare Executive board no later than the 20th of November.

Program development

- Organizational development in Liberia, in collaboration with the CapaCare Council and Board:
 - Strategic development of CapaCare Liberia in line with the organization's objectives and values.
 - Establishing a Board for CapaCare Liberia, and, once established, taking part as the Secretary of the board.
 - Development of annual plans and budgets
- Development and implementation of a continuous medical education (CME) program fitting to the national CME framework established by the LMDC.
- Keeping a dialogue with (possible) donor organizations to build long-term financial and administrative support.
- Fundraising activities
 - Identification of possible donor organizations or grants.
 - Grant writing (in collaboration with the CapaCare secretariat in Norway).

Monitoring and evaluation

- Monitoring and evaluation of the project by means of:
 - Establishing a data collection to monitor the surgical and educational output, safety, and the enhancement of surgical care.

- Reporting of results of the program (e.g. annual report by March 15 the following year, as well as reports to donors upon request)
- Support to or active involvement in scientific research projects related to CapaCare activities in Liberia.

Teaching and training

- Involvement in selection and preparation of trainers.
- Take part in the curriculum development of training activities, in line with the appropriate national and West-African guidelines.
- Identify suitable training hospitals that can function as a campus for surgical training and set up the necessary infrastructure at these training hospitals.

Clinical (only if the PC has a medical degree)

The PC will support the training hospital by providing clinical care for 2 days per week, according to his/her capacity and the hospital's need/request. The clinical care can comprise of:

- Inpatient care (Paediatric, Maternity, Surgical, Internal Medicine, Emergency Wards)
- Assisting and performing operations
- Assisting deliveries
- Outpatient care
- Taking part in on-call schedule for evenings, nights, and weekends

Qualifications

- Advanced degree in Medicine or related field and/or a master's degree in public health or equivalent.
- A minimum of 2 years of relevant work experience. Prior work experience in a non-governmental organization and working with an international organization is strongly preferred.
- Demonstrated ability to create and maintain effective working relations with government organizations, NGO partners, and international donor agencies.
- Ability to provide strategic leadership and advice to the team, exchange information and collaborate with colleagues within and outside the organization.
- Effective written and oral communication skills
- Excellent computer skills and proficiency with Microsoft Word, Excel, and Powerpoint.
- Excellent knowledge of English, written and spoken.

Personal and professional abilities

- Always ensure adherence to the highest possible standards of probity and professional behaviour.
- Abide by the relevant code of professional practice and the policies and procedures of the organization.

- Maintain personal and professional development of self and team, and participation in appropriate professional groups.
- Ability to work with limited supervision.
- Strong organizational abilities to ensure oversight of office and programme activities, timelines, and logistical needs.
- Analytical skills to set priorities and think strategically.

Summary of essential job functions

Training Coordinator		Medical Doctor
Program Management	Teaching	Patient Care
<ul style="list-style-type: none"> - Follow-up on MOU to support postgraduate training in Surgery and OBGYN - Collaborate with health authorities, stakeholders, and (inter)national NGOs to form long-term collaborations - Take part in the development of further surgical training efforts, such as the development of CME training and curriculum development - Identify potential donors and give necessary financial and administrative support for existing donors - Identify training hospitals and establish the necessary infrastructure - Supervision of administrative and financial aspects of the program - Monitoring and evaluation of the program, including surgical and educational output 	<ul style="list-style-type: none"> - Coordinate training - Stimulate a continuous learning environment - On the job training (in the wards, labor room, and OT) 	<ul style="list-style-type: none"> - Inpatient care (Paediatric, Maternity, Surgical, Medical, and emergency wards) - Assisting and performing operations and deliveries - Outpatient care - Weekend and night duties

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Trondheim, July 2023