Job Announcement

Title: Primary Health Care Program Manager

Who we are: AMOS Health and Hope is a Christian nonprofit organization that exists to improve the health of impoverished communities in urban and rural Nicaragua by working alongside them in health, education, and development. We use the strategy of community-based primary health care to increase health care coverage in areas with limited services. We train lay health workers in rural communities to manage and run their own community clinic, prevent and treat the most common illnesses, and work in community development to address the root causes of poor health such as access to safe water and sanitation.

Position Overview: The Primary Health Care Program Manager, in coordination with the Monitoring and Evaluation Manager, supervises municipal model managers (community and urban), program coordinators, and all field supervisors, ensuring that the objectives and goals of the program are being accomplished. The Manager is responsible for the execution and results of the following programs: Rural Primary Health Care Program, Urban Primary Health Care Program, Deworming Program, and the Patient Care Program. In the event of disasters, the Manager also supports the Disaster Relief Program.

Key responsibilities and tasks:

R1: Planning, Development, and Reporting on Program Work Plans

1. Create and supervise baseline studies and other studies on health indicators in collaboration with the communities, health promoters, health committees, Nicaraguan Ministry of Health (MINSA), and other local organizations, in order to document the current state of health needs in the communities where AMOS works.
2. Support the Medical Director in developing annual plans for the programs, based on results of annual evaluations and consistent with the resources of the program.
3. Ensure the execution of the annual work plans and budgets of the health programs, make adjustments consistent with the values and resources of
AMOS, and based on the information gathered by the field supervisors about each community.

4. Create monthly, quarterly, and annual reports to document the work and justify any adjustments to the work plan.

5. Review all financial reports with the Finance and Accounting team to make sure that the resources of the program are being utilized consistent with the objectives and goals that have been set.

R2: Supervision, Monitoring, and Evaluation of Health Programs

1. Evaluate the quality of services provided by AMOS health programs and selectively participate in project activities, from training to overseeing supervisors in the field in order to perform these evaluations.

2. Review monthly work plans of the health promoters and volunteer mothers during monthly meetings with the field coordinators and supervisors.

3. Hold performance evaluations with field coordinators, and review results of their performance every three months.

4. Review results of program check-lists regularly with the field coordinators and ensure the proper follow-up is being provided to community health workers.

R3: Planning, Supervising, and Evaluating Training for Staff and Community Leaders

1. Ensure continuous training for AMOS health program staff, health committee members, and health promoters, according to their needs and in coordination with the field coordinators and supervisors.

2. Ensure well-coordinated logistics for continuing trainings for health committees and health promoters.

3. Evaluate the effective of trainings for the health programs staff, health committees, and health promoters to make sure they are effective.

R4: Program Coordination with Other AMOS Programs, Local Organizations, MINSA, MINED, Municipal Governments, Other NGOs, and Rural and Urban Communities

1. Set-up and attend meetings with MINSA authorities and other government entities in order to coordinate field work.

2. Organize quarterly meetings to coordinate work with other organizations.

3. Represent the AMOS Health Programs in local events when invited.

4. Coordinate the selection of possible community projects with the Delegations Program and Volunteer Program staff.

R5: Guarantee the Collection and Presentation of Program Results

1. Manage data collection on the number of deaths, pregnancies, births, and other statistics according to health indicators, ensuring proper documentation of results.
2. Provide follow-up to needed database maintenance for the data being tracked by the Primary Health Care Team.

**R6: Serve as Preceptor for Public Health Volunteers**

1. Supervise and evaluate the performance of volunteers and provide information as needed on their planned projects.
2. Research and prepare project descriptions for volunteers, based on identified needs of the communities and the primary health care team.
3. Evaluate the viability of the volunteer’s project in coordination with the primary health care team.
4. Guide and support volunteers in the development and implementation of their final project.

**Level of authority:** This position reports directly to the AMOS Medical Director. The Primary Health Care Programs Manager continuously coordinates with the Evaluation and Monitoring Manager. He/she must track the implementation of the Primary Health Care Programs work plans through the supervision of program staff. Health promoters and health committee members will report to field supervisors.

**Education and Experience:**

**Required:**
- Health Care Professional (M.D., P.A., N.P., D.D.S, R.N., etc.)
- Masters in Public Health (MPH) and/or Masters in Health Administration (MHA)

**Desirable:**
- 5 years of experience in management and supervision of human resources
- 5 years of experience in the field of Primary Health Care

**Skills Needed for the Position:**

**Required:**
- Fluent in Spanish and English (written and spoken)
- Basic computer skills: Microsoft Office package
- Excellent oral and written communication skills
- Demonstrated abilities of team building, group facilitation, and interpersonal skills
- Budget development and Tracking
- Expense reporting
- Experience in training community leaders, doctors, etc.
- Knowledge about public health
• Understanding of Nicaraguan culture (urban and rural)

Desirable:
• Experience in designing and planning community health programs
• Critical analysis and needs assessment
• Ability to evaluate the effectiveness of trainings
• Management of EPI Info
• Ability to be culturally sensitive
• Personal commitment to reducing health disparities for those most vulnerable

Special working conditions: The Primary Health Care Program Manager will have to travel to the field for approximately 30 days throughout the year to ensure the compliance and efficacy of the protocols and strategies implemented by the program staff.

How to Apply:
Please email Desiree Sanabria at volunteer.coordinator@amoshealth.org with your C.V. and a cover letter. She will follow-up with you to continue on with the next step in the application process.