



Vacancy Announcement

Director General (DG) National Public Health Institute of Liberia (NPHIL)

GENERAL INFORMATION

Opening Date: July 8, 2024
Closing Date: July 17, 2024, at 5 PM GMT
Apply via email: nphilbod@gmail.com

LOCATION / INSTITUTION

Location: Monrovia, Liberia
Institution: National Public Health Institute of Liberia

NPHIL CORE VALUES

- Ethics and integrity
- Transparency
- Accountability
- Equity
- Partnership
- Quality
- Productivity
- Innovation

INSTITUTION INFORMATION

Reports to: The Board of Directors
Direct Supervision: 6 (4 divisions within the office of the Director General and 2 Deputy Director Generals)
Number of Indirect Reports: 11 indirect reports
Job Grade: E2

PURPOSE OF JOB

The Director General of the National Public Health Institute of Liberia (NPHIL) will oversee the delivery of the core functions and key set objectives of the institution. In this regard, the Director General executes the mandate stipulated in the Act that established the NPHIL as well as any other tasks as may be assigned to him/her by the Board of Directors. The Director General, in executing its mandate, shall respect and adhere to the NPHIL Act and other applicable administrative and operational policies of the Government of Liberia.

The NPHIL's mandate as stated in the Act is as follow:

1. Contribute to the development and sustainability of the public health workforce.
2. Develop, enhance, and expand the surveillance and response platforms.
3. Develop and strengthen the laboratory system and public health diagnostics.
4. Develop, enhance, and expand processes and structures to protect environmental and occupational health.
5. Expand, conduct, and coordinate public health and medical research to inform Liberian public health policies.

SPECIFIC RESPONSIBILITIES

1. Coordinate, develop, and maintain surveillance systems to collect, analyze, and interpret health data to guide health interventions.
2. Use surveillance data to advise the Ministry of Health on setting health policies, priorities and planning.
3. Coordinate the reference laboratory and public health laboratory referral services.
4. Provide guidance and direction to counties and local authorities on disease and injury surveillance and outbreak response.
5. Interact with other public health institutions and regional public health efforts with regard to the epidemiological surveillance and management of diseases and injuries, including strengthening cross border and regional public health efforts.
6. Assist the Ministry of Health in strengthening the capacity of the health workforce in health surveillance to reduce the burden of disease and injury.
7. Strengthen epidemiology and surveillance of communicable and non-communicable diseases.
8. Provide guidance on the prevention of diseases and workplace illnesses and injuries.
9. Collaborate with the Ministry of Health and other relevant sectoral agencies to promote environmental responsibilities.
10. Collaborate with the Ministry of Health and other relevant sectoral agencies to enforce environmental and public health laws, policies, and regulations.
11. Advise the Minister of Health on strategies to improve the health of the populations.
12. Support the health response and provide recommendations to the Ministry of Health and other sector agencies on control measures for disease outbreaks and mitigating health risks and hazards.
13. Collaborate with the relevant government departments and government agencies to implement communication strategies on public health issues and outbreak response.
14. Assist the Ministry of Health to provide technical support to all spheres of government and other regulatory bodies on disease surveillance, prevention, and control.
15. Conduct research to inform policy and guidance on public health and develop processes for dissemination of research findings to key stakeholders.
16. Strengthen advocacy, social mobilization. and partnerships related to public health research.

17. Provide field epidemiology training program (FETP) and advanced Epidemiology Training Program (AETP), and other public health related training to health professionals, government and regulatory bodies.
18. Maintain accredited reference and specialized laboratories for pathogen detection, disease and injury surveillance and monitoring, outbreak response. and the provision of scientific evidence to prevent and control infectious diseases.
19. Subject to the approval of the Minister of Health, set up Institutional Review Board on public Health and Medical Research.
20. Coordinate activities relevant to national specimen biobanks.
21. Recommend the quarantine and isolation of persons who have a communicable disease constituting a public health threat.
22. Recommend the declaration of public health emergency and disease outbreaks based on available public health data.
23. Coordinate with the national and international institutions, as well as international agencies for development support in order to promote technological transfer of knowledge, training, and the upgrading of national researchers and technicians.

ACADEMIC REQUIREMENTS AND RELEVANT EXPERIENCE

- a) A minimum of master's degree in public health or a doctorate degree in biomedical sciences and other related disciplines.
- b) A minimum of five years of progressive technical work experience in a scientific or public health research setting of which a minimum of two years of management experience is required.
- c) A person of integrity.
- d) A demonstrated track record of successful grants.
- e) A minimum of five (5) public health related scientific publications in peer-reviewed journals.
- f) A public health emergency management expert with hands on experiences in managing major outbreaks, epidemics, or pandemics in the last 5 years.

REQUIRED SKILLS

- a) A Strong leadership and management experience, including organizational, human, and financial management skills. Excellent interpersonal skills for organizing and motivating teams.
- b) Effective communication skills, capable of interacting with diverse stakeholders at high levels, and proficient in report writing.
- c) Strategic visioning, planning, implementation, monitoring, evaluation, and reporting skills.
- d) Proven record of accountability, value for money, risk management, and zero tolerance for fraud. Ensure sound financial management and continuous improvement.
- e) Knowledgeable in research, policy development, programs, and project management.

KEY COMPETENCIES

- Strategic Vision and Focus
- Proactive Risk Management
- Enhancing Organizational Capability
- Cultivating Strategic Partnerships

- Fostering a Culture of Accountability
- Impactful Communication and Engagement

SUBMIT ELECTRONICALLY

- Email Subject line: Indicate the Title of the Position
- Letter of Application comprising your vision for the NPHIL
- Curriculum Vitae (CV) with 3 verifiable references
- Copies of Academic Degrees in English (Do not include copies of Certificates)

NOTE:

- Only LIBERIANS who meet the job requirements and are selected for interviews will be contacted.
- Absolutely No phone calls.
- The National Public Health Institute of Liberia is an equal opportunity employer, and female candidates are strongly encouraged to apply.