

JOB POSTING

Post Date: August 12, 2024

Expire Date: Aug. 30, 2024

All interested candidates are encouraged to apply for the Material Management position

Project Coordinator

Department: Planning & Development
Job Status: Full Time
Level: Med-Level Management
Reporting line: Planning and Development Director
Supervises: All Project Staff, Project Consultants & Contractor

SUMMARY OF POSITION

The John F. Kennedy Medical Center (JFKMC) is the national referral tertiary medical complex responsible for providing specialized medical and surgical care for patients, training health professionals, promoting and conducting health-related research, and promoting community outreach. The Project Coordinator is responsible to manage and oversee the quality and the implementation of all of its projects in accordance with the guidelines and procedures of donors and JFKMC.

OBJECTIVES OF POSITION

- Coordinate the implementation of projects activities in a timely manner. Liaising, and coordinating with relevant departments of the JFKMC and other stakeholders, to support effective implementation of projects
- Manage, monitor and guide contracted consultants/partners on specified project activities and ensure that their work is conducted in a timely manner and of high quality;
- Working with the project accountant to monitor project funds, ensuring the funds are used for the proper purposes, proper activities and with the efficiency and transparency.
- Support the development of communication materials relating to project implementation, and coordinate and support visibility events relating to the projects, in collaboration with JFKMC Communications Department and donor partners.
- Organize and manage meetings/events - communicate with stakeholders, coordinate logistical arrangements, and compile and maintain minutes of meetings and reports on events.
- Track and monitor the progress of each project activity and make suggestions as necessary, to ensure the successful completion of projects.

- Prepare project reports based on funders' and JFKMC's reporting requirements, including activity progress and financial reports and ensuring the accuracy and timely submission to funders and JFKMC as required.
- Provide input for the development of technical reports and other project outputs.
- Perform other duties as deemed appropriate

DELIVERABLES

- Monitors daily ongoing projects
- Measures achievement plan (MAP) daily
- Make rounds throughout the institution

QUALIFICATIONS, SKILLS-MIX AND COMPETENCIES

QUALIFICATION, EXPERIENCE AND COMPETENCIES

- The preferred candidate should meet the following criteria:
- Have a master's degree in development studies, business management, business administration, international relations, social sciences or other relevant discipline including public health. Certification in project management would be an asset.
- Have at least five (5) years' experience in the management and implementation of development projects.
- Have experience working with public health-related agencies and international and national organizations interacting with the health sector.

SKILLS- MIX REQUIREMENTS

- Planning and organization skills
- Effective presentation skills/ Communication skills
- Strong leadership skills/ problems solving skills
- Analytical skills/ Decision making skills
- Excellent customers service/problem solving skills
- Committed

COMPENTENCY REQUIREMENT

- Ability to effectively plan and execute work.
- Ability to function effectively and efficiently under pressure
- Ability to work as a team and independently
- Good interpersonal relations skills
- Acts with integrity and honesty all times.

May be required to perform other related duties as requested by the department

All interested candidates should please send their applications letters and CVs dtalo@jfkmc.gov.lr on or before August 30, 2024 @ 5:30pm. Only shortlist candidates will be contacted.