



Vacancy Announcement

Deputy Director General for Administration 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

Report to: The Director General

Direct Supervision: 5 Divisions

Job Grade: E1

PURPOSE OF JOB

The Deputy Director General of the National Public Health Institute of Liberia (NPHIL) will assist the Director General in delivering his/her mandate by leading the operational coordination of the Department of Administration to ensure high performance, results, and impact.

RESPONSIBILITIES

- Act as Director General in the absence of both the Director General and Deputy Director General for Technical Services.
- Serve as supervisor for the financial and administration departments pursuant to the organizational structure of the NPHIL.

- c) Be responsible for delivering on the agreed mandates of the NPHIL as determined by the Board of Directors in the terms of the administrative aspects of the NPHIL Act.
- d) Perform all other functions as assigned by the Director General.
- e) Ensure the NPHIL financial records are kept up to date and periodic audits are conducted.
- f) Ensure all personnel records are up to date with a clear performance measurement system in place.
- g) Ensure the NPHIL fleet and assets are properly managed.

ACADEMIC REQUIREMENTS AND RELEVANT EXPERIENCE

- a) A minimum of a master's or advanced degree or its equivalent in business administration, law or related disciplines.
- b) A minimum of five years of work experience in financial or administrative capacity
- c) A person of integrity.
- d) A demonstrated track record in management of grants.

REQUIRED SKILLS

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