



Partners In Health

Job Title: Program Organizer, Training and Community Health
Reports to: Rwanda Training Manager, Rwanda Director of Community Health, Burera Project Manager
Location: Burera District, Rwanda

Organizational Profile:

Partners In Health is a non-profit organization based in Boston, MA, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern science to those most in need and to serve as an antidote to despair. PIH has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi and Boston.

In Rwanda, PIH works closely with the Government of Rwanda to support the development of a national model for community based primary health care. As part of its activities, PIH is supporting the roll out of the MOH program for community health in the District of Burera.

Overall Responsibilities:

The Program Organizer will provide programmatic and administrative support to the Partners in Health Community Health and Training Programs in the District of Burera. He/she will work closely with the Departments of Training, Community Health and Burera Program Management to support the planning implementation, and monitoring of all training and community health activities in the District of Burera. This person will help to strengthen the partnership between PIH and the Ministry of Health and will serve as a liaison between the Burera team and the Community Health and PIH Training Departments.

Primary Responsibilities for this position include, but are not limited to the following:

Community Health

- Assist the PIH Community Health Director and Burera Community Health Coordinator and work with the Community Health team to reinforce the establishment of an independent system of community health programs at health centers in the District of Burera.
- Assist the Community Health Director and PIH Burera Project Manager in the management of the Community Health Program budget for Burera.
- Assist the community health team with the preparation and implementation of the community health action plan and integrated activity plans and budgets.
- Assist the Community Health Team to support the execution of department work plans, including trainings, activities, meetings, and supervisory visits.
- Support the Community Health Director and Burera Community Health Coordinator in compiling data and in preparing regular program reports on all activities.
- Provide support to Rwandan community health coordinator and training coordinator for excellence in implementation, as well as monitoring and evaluation of community health trainings and activities.
- Participate in meetings with the Butaro Hospital Medical Director and District Health Director as well as other program leaders to develop integrated work plans, supervision and evaluation of activities.

- Serve as a liaison between the Burera training and community health teams, and the PIH Training Team based in Boston/Rwinkwavu, and the Community Health Department team in Rwinkwavu.
- Assist in the collection of data for and the preparation of community health reports for internal and external dissemination.
- Assist the Community Health Team in the coordination with District authorities, local leaders and community officials in the development, planning, targeting, design, implementation, and monitoring of the CHW system.

Training

- Work closely with the PIH-Burera Medical Director and Program Manager, to develop and implement the Burera training work plan for FY10.
- Assist in the coordination and harmonization of activities between the Departments of Training and Community Health.
- Actively mentor the training coordinator, and together put in place processes for systems for planning and coordinating training activities across the district.
- Meet and work with program and clinical staff to prepare (content and methodology) for all training activities, clinical sessions, etc.
- Support the roll out of clinical training activities.
- Liaise with key training staff based at PIH partner sites and provide support to the Burera Training Operations Committee.
- Manage information resources, including the library for Burera. Support requests for training resources and collect materials from outside trainings attended by staff.
- Maintain an inventory of materials and order training supplies needed to enable the training program to be operational.
- Identify training needs in Burera district on an ongoing basis.
- Support the training team in reporting on all training activities, for submission to IMB overall and PIH Boston. Collaborate closely with the Rwinkwavu training team.
- In collaboration with the Boston and Rwinkwavu training team, assist in putting in place mechanisms for monitoring and evaluating trainings.
- Identify existing training at the district level and help to coordinate meetings and harmonize training with other district-wide training.
- Meet with the Rwanda Training Manager each quarter to review performance, responsibilities, and objectives of the training department.

Qualifications:

- Prior experience in public health, community development, public service, or training.
- Prior health experience or willingness to acquire health knowledge.
- Experience working in a cross-cultural environment.
- Strong computer skills.
- Proficiency in French.
- Interest in social justice issues.

Interested candidates should send their resume and cover letter to hr@pih.org.