



DEPUTY PROGRAM MANAGER - GLESSN

Responsibilities and Expectations:

This position coordinates and facilitates implementation, monitoring and evaluation of GLESSN's activities. The DPM role is to ensure that GLESSN activities are planned and executed to meet the requirements of PEPFAR implementing agency and the Ministries of Health. The DPM liaises with the CDC office, Ministries of Health and other partners to identify program needs, technical assistance activities and organizes implementation by coordinating technical staff or if necessary, external consultants. The position monitors daily operations, overall project performance and assesses outcomes.

Contract Term

One (1) Year with the possibility of extension based on the availability of funds.

Duties will include:

1. Coordinates with the Director on the planning and execution of project activities and prepares summary project deliverables, workplans, reports and budgets to ensure that outcomes are delivered on time.
2. Assists in the management of financial functions related to payments of operating expenses, travel, workshops, etc.
3. Participates in the process of developing proposals, selection of subcontractors and Consultants, and assist in the process of reviewing draft contracts.
4. Implements policies and procedures relating to Human Resource Management, and monitor staff operations to ensure efficient service delivery.
5. Represents GLESSN in meetings, workshops and planning sessions
6. Manages staff, subcontractors, and Consultants to ensure effective coordination of project activities and ensures efficient completion of planned interventions according to the scope of work and annual workplan.
7. Reviews and monitors performance indicators.

Qualifications and Experience

- At minimum, a Science related First Degree, Masters level or higher qualification in Public Health or health related field will be an asset.
- At least 5 years Project/Program management experience is required.
- Experience using Microsoft suite of programs is required
- Experience managing staff, producing reports and operating budgets is required.
- Preference will be given to persons residing in Jamaica.
- Experience with PEPFAR program will be an asset.

Application along with Resume/CV should be emailed to glessnconsultants@gmail.com no later than 24th October 2021.