REPUBLIC OF LIBERIA
LIBERIA MEDICINES & HEALTH PRODUCTS REGULATORY AUTHORITY (LMHRA)
P. O. Box 1994, Sekou Toure Avenue, Mamba Point
2nd & 3rd Floors, Clay Building
1000 Monrovia, 10 Liberia - West Africa

TERMS OF REFERENCE (TOR)

Position: Manager, Program and Planning Unit

Department/Directorate: Planning, Programs, Monitoring & Evaluation, Research and Statistics
Duty Station: Head Office
Reports To: Director, Planning, Programs, Monitoring & Evaluation, Research and Statistics
Supervises: Program/Planning Officers and other assigned staff
Employment Type: Full-Time
Send your application to the HR Director of the above address
Deadline: April 24, 2024

1. Educational Requirements

- Minimum of a **Bachelor of Pharmacy (B.Pharm) or equivalent qualification** from a recognized institution.
- At least **five (5) years of relevant post-qualification professional experience**, preferably in pharmaceutical regulation, program planning, project management, public health, health systems, or a related field.
- Must be a **licensed Liberian Pharmacist** in good professional standing.
- Additional qualifications in **Project Management, Public Health, Monitoring & Evaluation, Strategic Planning, Management, or a related discipline** will be an added advantage.

2. Required Skills and Competencies

The successful candidate should demonstrate:

- Excellent **program and strategic planning skills;**
- Strong **project management and coordination skills;**
- Good knowledge of **monitoring and evaluation methodologies;**
- Strong **analytical and problem-solving abilities;**
- Excellent **written and verbal communication skills;**
- Good **computer literacy**, including Microsoft Word, Excel, PowerPoint and relevant planning/reporting software;
- Strong **management and administrative skills;**
- Ability to prepare budgets, work plans, reports and program proposals;
- Ability to collect, analyze and interpret program data;
- Strong organizational and time-management skills;

- Ability to coordinate multidisciplinary teams;
- Ability to work independently and under pressure;
- Ability to meet deadlines and manage multiple assignments simultaneously;
- Strong interpersonal and stakeholder-management skills;
- Commitment to professionalism, confidentiality, integrity and public service.

3. Purpose of the Position

The **Manager, Program and Planning Unit** is responsible for coordinating the Authority's program planning, implementation, monitoring and reporting activities. The Manager will support the development and implementation of institutional strategic plans, annual operational plans, programs and projects, while ensuring that activities are aligned with the Authority's mandate, strategic objectives, national health priorities and applicable regulatory requirements.

The position will also provide technical support for program development, resource planning, performance monitoring, reporting and coordination among departments, units, development partners and other stakeholders.

4. Key Responsibilities

A. Program Planning and Development

1. Coordinate the development, implementation and review of the Authority's annual and multi-year programs.
2. Translate the Authority's strategic objectives into **annual operational plans, departmental work plans and program activities.**
3. Coordinate the preparation of annual program implementation plans and activity schedules.
4. Identify program priorities and develop appropriate interventions to address institutional needs.
5. Support departments and units in developing realistic and measurable work plans.
6. Ensure that programs and projects are aligned with the Authority's strategic plan, mandate and national development priorities.
7. Coordinate the preparation and review of program proposals and concept notes.
8. Support the development of resource requirements and budgets for programs and projects.

B. Strategic Planning

9. Support the implementation and periodic review of the Authority's **Strategic Plan.**
10. Coordinate the development of departmental strategic and operational plans.
11. Monitor implementation of strategic objectives and institutional Key Performance Indicators (KPIs).
12. Identify implementation gaps and recommend appropriate corrective actions.
13. Provide technical support to management in institutional planning and decision-making.
14. Participate in strategic planning retreats, workshops and review meetings.

C. Program Coordination

15. Coordinate programs and projects across departments and units.
16. Facilitate effective communication and coordination between program implementers and management.
17. Maintain an updated database of ongoing and planned institutional programs and projects.
18. Coordinate program implementation meetings and follow-up on agreed actions.
19. Track program milestones, deliverables and deadlines.
20. Identify potential implementation challenges and facilitate timely solutions.

D. Monitoring and Evaluation

21. Develop and maintain appropriate systems for monitoring program implementation and performance.
22. Establish measurable indicators for programs and projects.
23. Track progress against approved work plans, targets and performance indicators.
24. Conduct periodic program performance reviews.
25. Collect, analyze and consolidate program performance information from departments and units.
26. Identify variances between planned and actual performance and recommend corrective measures.
27. Support the development of monitoring and evaluation tools and reporting templates.
28. Participate in program monitoring visits and assessment exercises.
29. Document lessons learned, best practices and program outcomes.

E. Reporting

30. Coordinate the preparation of **monthly, quarterly, semi-annual and annual program reports.**
31. Prepare management briefs on program implementation and institutional performance.
32. Consolidate departmental reports for submission to senior management and the Board, as appropriate.
33. Ensure that program reports are accurate, evidence-based and submitted within established deadlines.
34. Prepare presentations and briefing materials for management meetings, Board meetings and stakeholder engagements.

F. Research, Data and Evidence

35. Work closely with the Research and Statistics function to ensure the availability of reliable program data.
36. Support the collection, analysis and interpretation of data for planning and decision-making.
37. Conduct or coordinate operational research relevant to the Authority's programs.
38. Use evidence and data to identify institutional gaps and recommend interventions.
39. Maintain appropriate program databases and information systems.

G. Partnership and Stakeholder Coordination

40. Coordinate with government ministries, agencies, development partners, professional organizations and other stakeholders on relevant programs.
41. Support the preparation and coordination of donor-funded programs and projects.
42. Participate in stakeholder meetings, technical committees, workshops and conferences on behalf of the Authority when delegated.
43. Maintain effective working relationships with internal and external stakeholders.
44. Support the preparation of partnership proposals, memoranda and program agreements where required.

H. Budget and Resource Planning

45. Work with Finance and Administration to ensure that program activities are adequately budgeted.
46. Participate in the preparation of annual program budgets.
47. Monitor program expenditure against approved budgets in collaboration with Finance.
48. Identify resource gaps that may affect program implementation.
49. Support management in mobilizing resources for priority programs and projects.

I. Staff Supervision and Management

50. Provide technical and administrative supervision to staff within the Program and Planning Unit.
51. Develop individual work plans and performance targets for supervised staff.
52. Conduct or contribute to staff performance evaluations.
53. Identify training and capacity-building needs within the Unit.
54. Promote teamwork, accountability, professionalism and continuous improvement.
55. Delegate responsibilities appropriately and monitor staff performance.

J. Compliance, Quality and Risk Management

56. Ensure that program planning and implementation comply with applicable laws, regulations, policies and institutional procedures.
57. Identify program-related risks and recommend appropriate mitigation measures.
58. Maintain appropriate program documentation and records for audit and accountability purposes.
59. Support internal and external audits involving programs and projects.
60. Ensure that recommendations from monitoring, evaluation and audit exercises are followed up and implemented.

K. Other Duties

61. Represent the Unit at meetings, committees and technical engagements as assigned.
62. Provide technical advice to the Director and senior management on program and planning matters.
63. Perform any other duties that may reasonably be assigned by the Director or Managing Director in accordance with the Authority's mandate.

5. Key Performance Areas

The Manager's performance will be assessed against, among others, the following:

Performance Area	Key Indicators
Strategic Planning	Strategic and operational plans developed and implemented
Program Coordination	Percentage of planned programs implemented
Work Planning	Departments submitting timely and quality work plans
Monitoring & Evaluation	Regular program monitoring and performance reviews conducted
Reporting	Timely submission of monthly, quarterly and annual reports
KPI Management	Institutional KPIs regularly tracked and reported
Budget Management	Program activities implemented within approved resources
Stakeholder Coordination	Effective coordination with internal and external stakeholders
Staff Management	Staff performance and capacity development
Risk Management	Program risks identified and mitigation measures implemented
Audit/Compliance	Program records maintained and audit recommendations addressed

6. Expected Deliverables

The Manager will be expected to produce or coordinate:

- Annual institutional operational plan;
- Departmental and unit work plans;
- Program implementation schedules;
- Program/project proposals and concept notes;
- Program monitoring framework;
- Key Performance Indicator tracking matrix;
- Monthly, quarterly, semi-annual and annual program reports;
- Program performance dashboards;
- Strategic plan implementation reports;
- Program evaluation reports;
- Stakeholder coordination reports;
- Program risk register;
- Lessons-learned and best-practice reports; and
- Other planning and program documents required by management.

7. Professional Attributes

The successful candidate must demonstrate:

Integrity | Accountability | Leadership | Teamwork | Confidentiality | Professionalism | Innovation | Results Orientation | Respect | Commitment to Public Service

8. Application Requirement

Interested and qualified candidates should submit:

1. Application letter;
2. Updated curriculum vitae;
3. Copies of academic and professional credentials;
4. Valid Liberian Pharmacist License;
5. Relevant professional certificates, where applicable; and
6. Names and contact details of at least three professional referees.

Application Deadline: April 24, 2024

Note: Only shortlisted candidates will be contacted.