Project Officer, Pharmacy Assistant Program

VillageReach invites application for a Project Officer to support the Pharmacy Assistant Training Program in Lilongwe, Malawi. VillageReach is an INGO with headquarters in Seattle, Washington, USA, and with field offices in Mozambique and Malawi, working to save lives and improve health by increasing access to quality healthcare for the most underserved communities.

Job Description

Based in Lilongwe, Malawi, the Project Officer will play a key role in the day to day operations of the Pharmacy Assistant Training Program and other supply chain initiatives. The Pharmacy Assistant Training Program is an initiative to strengthen the supply chain and pharmaceutical workforce in Malawi through the training and deployment of Pharmacy Assistants. The Project Officer will report directly to the Malawi Program Manager.

Primary Responsibilities

The Project Officer will work closely with the Malawi Program Manager to support day-to-day operations for the Pharmacy Assistant Training Program in Malawi, as well as be responsible for developing new programmatic opportunities for VillageReach in Malawi. In this role, s/he will be responsible for the following:

- Coordinating with VillageReach’s partners in Malawi to ensure strong collaboration, project progress, and timely completion of all project deliverables;
- Coordinating relevant project meetings and ensuring appropriate communications with partners and stakeholders;
- Maintaining close communication and collaboration with Central MOH and District Health Offices to ensure seamless coordination with MOH efforts around supply chain and workforce excellence;
- Supporting and participating in the training and capacity building of Pharmacy Assistant preceptors (Pharmacy Technicians) located in districts throughout Malawi;
- Coordinating the development of training materials to support practical student learning at a health center level;
- Traveling and supporting routine supervision visits to pharmacy assistant placements in district hospitals and rural health centers located throughout Malawi;
- Carrying out project timelines and activities with an eye for high quality deliverables and community impact;
- Representing VillageReach and the program at various forums;
- Facilitating the creation of Pharmacy Assistant posts by the MOH for placements of Pharmacy Assistants after graduation;
- Following up with Pharmacy Assistants after graduation;
- Working closely with the Malawi Program Manager and VillageReach Program Director to identify and secure additional resources for supporting the program;
- Working with the Malawi Program Manager and VillageReach Program Director to ensure all VillageReach activities adhere to the requirements of the Ministry of Health, and meet overall operational standards of VillageReach and its donors;
• Working with the Malawi Program Manager and VillageReach Program Director to identify and develop new program opportunities for improving health outcomes through health system strengthening at the last mile in Malawi; and
• Other work as assigned by the Malawi Program Manager.

Qualifications and Characteristics

The ideal candidate will be a supply chain and/or pharmacy specialist with experience working with government and/or non-governmental organizations in Malawi. In addition, the ideal candidate will have the following professional qualifications and personal characteristics:

• **Commitment to the mission.** Passion for the mission of VillageReach, including strong commitment to global health, and a belief in the role of private sector solutions to augment public health;
• **Supply chain or pharmacy experience.** Working knowledge and hands on experience in supply chain management or pharmacy related work in Malawi;
• **Writing and analytical skills.** Superb writing skills and the ability to assemble, distill and analyze all necessary information for decision-making and presentations;
• **Communication and interpersonal skills.** Strong communication and cross-cultural management skills for working with US-based and national staff at various levels. Open mindedness to accommodate the non-traditional mix of disciplines within VillageReach and interpersonal skills to work effectively in partnership with others in the organization and partners.
• **Personal qualities.** Energy, intelligence, diplomacy, sound practical judgment and the ability to work independently without supervision and on a team.

Further requirements

• Malawi residence;
• Fluency in English;
• Ability to travel up to 50% of the time;
• Ability to prioritize and perform multiple tasks, problem-solve, and work under pressure.

Educational Requirements

At least a Bachelor’s degree in Supply Chain Management, Pharmacy, Public Health, or other related field, with a minimum of five years work experience. Substantial work experience may substitute for educational requirement;

This position, as with all positions at VillageReach, is project-based and support for the position depends on donor funding. To apply for this position, please submit a cover letter explaining your qualifications, a copy of your Curriculum Vitae (CV), and the names and contact information of three referees to info@villagereach.org, with “Malawi Project Officer Position” in the subject line. **Applications for this position must be received by 18 October 2013.**

To learn more about VillageReach, visit our website at [http://villagereach.org](http://villagereach.org).