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| **Position Title:** | **Social Mobilization Coordinator** |
| **Position Number:** | **5005** |
| **Reports To:** | **Associate Director, PREVAIL** |
| **Project Worksite:** | **Central Office** |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Provide communications and engagement between Liberian-US Joint Clinical Research Partnership Program with all research studies and network by: Coordinating liaison activities between the Operations Team, Survivor Networks, NIAID, Liberian Government Ministries, Non-governmental Agencies, and other international partners.

**Description of Responsibilities:**

* Work with the protocol and operations team as a consultant to provide guidance on designing the protocol and all subsequent amendments
* In coordination with the Training Functional Team Lead, participate in initial and ongoing training, engagement and education of potential participants and community members on protocol activities including inclusion/exclusion criteria, schedule of visits, and research activities
* Provide guidance to site and operations team regarding questions of protocol interpretation and engagement with the survivor networks.
* Liaise with Tracker Manager and Field Supervisor in their engagement with participants and communities.
* Review of protocols and associated documents
* Development and review of partnership organization structure
* Collaborate all applicable national and international stake including US and Liberia n team members Liberian, Social mobilization colleagues and Community leaders
* Participate in site visits
* Attend meetings with site teams
* Consult on participant flow and follow up procedures
* Liaison and presentations to community representatives, hospital boards, and hospital staff, government officials, and others
* Do other duties as assigned

**Skills**:

* Excellent written and verbal communication skills
* Knowledge of social science, infectious diseases, including emerging infectious diseases
  + Demonstrates effective team building and leadership, and conflict resolution skills.
* Demonstrated in-depth knowledge of Liberian culture
* Efficient in time management and Customer service skills.
* Multi-tasking
* Ability to prioritize
* Adaptability and flexibility
* Enthusiastic and dynamic
* Positive and confident attitude
* Self-motivated

Management Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education: Bachelor of Arts Degree in** Sociology, Anthropology, or other related fields.
* **Preferred Job-related Experience:** At least three (3) years of relevant experience in
* **Additional Eligibility Qualifications: Minimum of two (2) years’ experience in** social mobilization and engagement at community or national level.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application