



Access Health Africa

POSITION: Program Coordinator

REPORTS TO: Country Manager

LOCATION: Lilongwe, Malawi

HOURS: Full time

THE ROLE

The Program Coordinator will manage and coordinate all activities for Access Health Africa, which works hand in hand with Lilongwe District Health Office to improve health outcomes and strengthen health systems. He/she will be responsible for monitoring and ensuring timely and efficient implementation of project activities. He/she will work with local and international volunteers and strive to maintain a good working relationship with all stakeholders.

THE ORGANIZATION

Access Health Africa (AHA) provides lifesaving surgical procedures, sponsors complex diagnosis, and improves medical access to meet people where they are. Originally founded in 2000 as an education nonprofit, AHA has focused on healthcare since 2016. Currently, AHA operates a number of programs including hosting local and international surgical camps in government hospitals, providing sponsorship for complex medical cases, training Malawian medical professionals, and conducting special projects as necessary.

DUTIES AND RESPONSIBILITIES

- Programmatic Duties
 - Consider and protect patient, partner, staff, and visitor safety during all activities.
 - Prioritize community voice and expertise when planning, executing, and assessing programs; identify areas to increase local participation; and design and host trainings to build local capacity to increase local ownership
 - Plan program activities such as local surgical camps and camps led by international medical volunteers to include patient recruitment & registration, visitor registration with appropriate Council, post-operation interviews, evaluations, and more
 - Strengthen coordination with all stakeholders like the DHO and rural community hospitals
 - Assess infrastructure needs at partner facility, advocate for government and partner support as needed, and efficiently use resources to address identified gaps
 - Lead patient sponsorship for complex medical cases including serving as the patient's advocate when navigating the health system, liaising between patient and healthcare facilities, ensuring the patient attends all appointments, and more

- Administrative Duties
 - Proper keeping of records of all programs including patient records
 - Contribute to program updates to supporters by contributing to quarterly newsletter and annual report
 - Be a strong steward of donor funds with responsible budgeting and spending as well as accurate accounting
 - Follow all financial procedures including submission of monthly budgets, expense reports, and receipts
 - Follow all planning and reporting procedures including submitting monthly work plans, providing weekly work reports, and compiling monthly reports
 - Ensure all grant and donor programmatic requirements are met
 - Contribute to donor reporting including financial tracking and reporting and programmatic reports
 - Sustain regular flow of program updates to supporters and donors by sharing captioned photos weekly and at least one blog post per month
 - Verbal and written translation and interpretation as needed
 - Report concerns to the Country Manager or Board of Directors in a timely manner.
- Any other relevant duties as assigned by the Country Manager or Board of Directors

QUALIFICATION AND QUALITIES

- Strong belief in AHA's mission and community-centered approach
- Diploma in nursing or any relevant field
- Preferred experience providing quality care to medical patients
- Professional experience in healthcare and nonprofit organization management preferred
- Strong project and program management skills required; must be a team player
- Experience with Gmail, Excel, Google Drive, and WhatsApp
- Fluency in spoken and written English and Chichewa is required

Compensation

This position pays \$500 per month at the local rate of Malawian Kwacha at the time of pay. AHA will pay for all program-related expenses including transportation to program sites, etc.

To Apply

Please submit a thoughtful cover letter, resume, and three professional references to Apply@AccessHealthAfrica.org no later than 5:00pm on Wednesday, April 10 2024.