



Request for Applications: Director of Operations
Organization: Tiyatien Health (<http://www.JusticeInHealth.org>)
Location: Boston, MA

Application Deadline & Process: Accepted from February 15th, 2010, on a rolling basis, until the position is filled. Please submit a curriculum vitae (C.V.) and cover letter, by email to info@tiyatienhealth.org. Write “Director of Operations Application” in the subject.

Start Date: March 15th, 2010. Earlier dates are preferred.

Length of Commitment: 12 months minimum; 24 months preferred.

Salary: This is an unpaid volunteer position.

Organizational Profile

Founded by survivors of Liberia’s civil war, Tiyatien Health (“Justice in Health” in Kwa-dialects) is an innovative Boston- and Liberia-based 501(c)(3) social justice organization partnering with rural communities and the Liberian Government to advance healthcare and the fundamental rights of the poor. Through services, research, advocacy and training, we are working to improve access to HIV treatment, care and support; build models that deliver primary healthcare fairly and for all; and bolster social justice in rural Liberia – one of Africa’s poorest war-torn countries. The organization is advised by Partners in Health and led by a unique assembly of rural Liberians and public health experts based at major universities including Harvard University. For more information, please visit: <http://www.tiyatienhealth.org/>

Director of Operations

The Director of Operations (DOO) oversees Tiyatien’s US operations, which aims to pursue new funding sources, build systems to more effectively coordinate and manage funding, and provide technical and strategic assistance to Tiyatien’s Liberia-based team. The DOO will work closely with the US and Liberia project managers and leaders to help manage and respond to the day-to-day operational needs of the organization. This position will include elements of strategic and project planning, donor relations, finance and administration. The DOO will act as a liaison between Boston-and Liberia-based staff, ensuring efficient communication among all project implementers.

Overview of Responsibilities:

- oversee all support functions of TH-USA;
- create and manage contracts of all TH-USA staff and volunteers;



- together with the management team in Liberia, coordinate development of, updates to and adherence to Tiyatien's quarterly and annual operating budgets;
- together with the management team in Liberia, ensure transparent and timely reporting of revenue and expenditures by funding source.
- ensure seamless communications through introduction of innovative protocols as well as regular meetings and teleconferences among directors, managers, staff and volunteers in the United States and Liberia.
- write and submit a formal analysis, on a semi-annual basis, to determine how Tiyatien can better organize its activities to achieve its mission. introduce protocols to effect such change.
- develop and update the organizational staffing chart as the organization grows.
- engage US- and Liberia-based staff and volunteers in a respectful and productive dialogue to continue to build the Tiyatien Health team.
- together with the Executive Director, ensure the overall functioning and synergy of the Executive Committee as a team
- together with the Executive Director, discuss individually with any TH-USA member who is underperforming and propose, as necessary, that underperforming board members be removed from the board
- together with the Executive Director, be the point-person on any issues that any other TH-USA member faces
- actively work to expand the vision of the organization and ensure other TH-USA members are doing so
- send out meeting minutes for the weekly conference calls with the Liberia-based team
- manage tiyatienhealth@gmail account, including adding additional labels and filters as needed and responding to any emails to info@tiyatienhealth and tiyatienhealth@gmail (all other emails that are archived in that account are forwarded to other members and are housed for our institutional archive).

Qualifications:

- Bachelor's Degree and relevant experience with international projects required; Master's degree in public health or administration or business management strongly preferred
- Proficiency with Microsoft Office (specifically, Microsoft Excel and Microsoft Word)



- Ability to manage budgets and conduct financial reporting, preferably experience with management of large international donor budgets
- Strong experience in spreadsheets and budget development
- Demonstrated ability to work and communicate effectively with government officials, persons at all levels of the public health system, those in different organizations, those with different cultural or linguistic backgrounds, and those in civil society
- Demonstrated skills in program design and management.
- Ability to work independently and take initiative
- Strong communication, organizational, and writing skills
- Ability to work with a diverse team and in complicated settings
- Interest in social justice and health care issues

See below for more information about Tiyatien Health.

OUR MISSION:

Founded by survivors Liberia's civil war and American citizens, Tiyatien Health (TH) is a Liberia and Boston-based 501(c)(3) non-profit organization partnering with rural communities and the Liberian government to advance healthcare and the fundamental rights of the poor. Through services, research, advocacy, and training we are working to improve access to HIV treatment, care, and support; pioneer models that deliver primary healthcare fairly and for all; and bolster social justice in rural Liberia – one of Africa's poorest war-torn countries.



WHERE WE WORK:

Liberia is one of the world's five poorest countries. Two decades of civil war have led to the worst national economic collapse since World War II. Over 80% of Liberians now live on less than \$1 per day and unemployment hovers around 85%. Liberians can expect to live a mere 42 years, with nearly a quarter of children under-five and one in every twenty mothers suffering preventable deaths. Interrupted disease control efforts have also bred an HIV epidemic, with 9% of all mothers infected. To compound this despair, Liberia has one of the most severe health workforce crises in the world -- with only 51 public sector physicians to serve a country the size of Ohio. TH serves a remote region of 200,000 farmers and hunters living in the dense tropical forests of southeastern Liberia.

OUR APPROACH, OUR IMPACT:

Tiyatien Health was founded as an antidote to such despair. Our approach is unique: we pair the best of community-driven leadership with rigorous, world-class expertise in partnership with government to provide health and social services for all. To help combat Liberia's workforce shortage, we train and employ local community members to become health workers (so-called "accompaniers") to work with clinicians in providing home-based care to the destitute sick. Our community-based model provides high-quality healthcare, promotes job creation, and



leads to poverty reduction among the poorest of the poor. TH is one of the largest employers of the poor in Zwedru, providing over 50 jobs to the destitute sick – as community health workers, coordinators, and leaders in our programs.

TH's community-based projects are co-directed by an extensive network of global health implementers from prominent American academic institutions, including Harvard University. Some of the world's foremost global health experts, including Dr. Paul Farmer, the co-founder of Partners in Health, sit on advisory board. This enables TH to rigorously evaluate programs, learn from our challenges, and advocate for systems and policy-level changes. TH, for instance, has built Liberia's first and largest rural public AIDS clinic. Our community-based treatment strategy, which employs accompaniers to deliver HIV care, is being studied and adapted by the Global Fund, the Clinton Foundation and the Liberian Ministry of Health at a national level.

ADVISORY BOARD:

Paul Farmer, MD, PhD - Co-Founder, Partners in Health; Professor, Harvard Medical School
Joia Mukherjee, MD, MPH - Medical Director, Partners in Health; Asst. Prof., Harvard Univ.
Lisa Cooper, MD, MPH – Professor, Johns Hopkins University; MacArthur Foundation Fellow.
Robert Lawrence, MD - Director, Center for Livable Future; Johns Hopkins University.
Edward Cardoza - Founder, Still Harbor; Former Director for Development, Partners in Health.
Peter Ehrenkranz, MD, MPH- Medical Director, Clinton Foundation HIV/AIDS Initiative - Liberia; Senior Technical Adviser to the National AIDS & STI Control Program, Liberia.

PARTNERS:

The Global Fund for AIDS, Tuberculosis and Malaria
United Nations High Commissioner for Refugees (UNHCR)
OPEC Fund for International Development (OFID)
Liberian Ministry of Health and Social Welfare
Government of Liberia
Harvard University
Clinton Foundation HIV/AIDS Initiative
Massachusetts General Hospital
Partners in Health
National Tuberculosis & Leprosy Control Program
National AIDS & STI Control Program