



PROGRAM MANAGER POSITION: HYBRID

Moms and Infants Care Network (MICN)

Warri, Delta State

SALARY:

- Very competitive salary, and subject to upward review based on performance.

JOB DESCRIPTION:

MICN is a dedicated non-profit organization committed to improving the health and well-being of mothers, children, and families. We provide comprehensive care support services for pregnant women and their families, striving to create a healthy and happy community. Our history is rooted in a commitment to addressing the disparities in maternal and child health through active community engagement and partnerships.

This position also requires 25% of travels for field work, and conferences.

KEY RESPONSIBILITY

The successful candidate will:

- **Program Oversight:** Contribute to the leadership and success of MICN public health programs, and community health outreach events.
- **Maintaining project documentation,** monitoring data and all regulatory requirements, and scheduling and participating in monthly/weekly project meetings.
- **Research and Scholarship:** Demonstrate research excellence, including grant writing, program planning, and implementation. Also, develop and sustain a research program that results in high-quality publications, presentations, and efforts to secure grant funding.

- Service and Collaboration: Actively engage in international organizations, maternal and child health organizations, community, and university service while fostering interdisciplinary collaboration and advancing public health initiatives.
- Overseeing data collection and cleaning, uploading of data into a database, and data transfer.
- Assure policies and procedures for the MICN program are established with the input of the Co-directed Administrative Oversight team and align with state policies.
- Show evidence of effective service to community health and the public health profession.
- Have a strong commitment to advancing equity and diversity in maternal and child health.
- Exhibiting the ability to navigate administrative processes, problem-solve, and implement programmatic initiatives effectively is highly desirable.
- Plan, implement and evaluate community-based research studies.
- Plan and administer program benchmarks, budgets and submit progress reports in a timely fashion.
- Assure access to quality maternal and child health care services to mothers and children, especially those with low incomes or limited availability of care.
- Develop program policies, logic models, flowcharts, and research or best practices related to MCH services.
- Increase regular screenings and follow-up diagnostic and treatment services for children and mothers who are low income and reside in rural areas.
- Provide access to preventive and primary care services for children who are low income and rehabilitative services for children with special health needs.
- Go to organization website for more details in job description <https://micnglobal.org/>

CANDIDATE SHOULD ALSO:

- Ability to prioritize and handle multiple tasks
- Excellent interpersonal communications skills with high attention to detail and accuracy
- Demonstrated proficiency in the use of Microsoft Office and Google applications, including Microsoft Outlook, Word, Excel, PowerPoint and Google Drive, Sheets, Docs, Slides
- Proficient in online information gathering, data entry and management
- Ways of working and engaging that align with the organization's mission and core values
- Cross-cultural communication skills and openness to collaborate and communicate with partners/collaborates and community members.
- A minimum of 1 year of work experience in combination of education

EDUCATION QUALIFICATIONS

- Minimum Degree, Master in Public Health, Health Education, Community Health, Population Health, or closely related health field (or equivalent terminal degree).
- Preferably Ph.D. in Public Health, Health Education, Community Health, Population Health, or closely related health field (or equivalent terminal degree).

HOW TO APPLY

Candidates for positions should provide (i) a cover letter explaining interest in, and qualifications for, the position; (ii) curriculum vitae/resume, (iii) the names, titles, and contact information (telephone and email) for three professional references. Email application documents to info@micnglobal.org