



Request for Applications: Program Director (Volunteer)

Organization: Hope Through Health (www.hthglobal.org)

Location: Kara, Togo

Summary: Hope Through Health (HTH) seeks a volunteer Program Director based in Togo for a minimum one-year commitment to lead and strengthen a growing health equity and social justice organization.

Application Deadline & Process: Applications will be accepted and considered on a rolling basis until the position is filled. Please submit resume and cover letter by email to hth@hthglobal.org. Write "Program Director Application" in the subject line.

Anticipated Start Date: Fall 2011

Structure:

- Full-time volunteer position with living stipend, housing, and travel health insurance, plus an additional allowance for one round-trip airfare to Lomé, Togo
- Minimum 10-month commitment
- Based in Kara, Togo, with frequent travel throughout the Kara Region and to Lomé

Reports to: Executive Director

Organizational Profile

Hope Through Health (HTH) was founded in 2004 in the spirit of social justice to promote health as a human right. HTH's mission is twofold: (1) to reduce inequity in poverty settings by providing technical and financial support to community-based health initiatives and (2) to establish solidarity through the development of long-term global partnerships. HTH empowers communities in Africa and mobilizes communities in the United States to ensure that the highest standard of care is available to individuals regardless of their ability to pay. HTH is led by passionate professionals in global health based in Togo and the United States. All US-based staff are volunteer professionals with affiliation at major universities and innovative non-profits across the country. All Togolese staff are paid.

HTH currently operates the Community Directed HIV Initiative (the Initiative) in partnership with a community-based association of individuals living with HIV/AIDS, called Association Espoir pour Demain (AED-Lidaw), in northern Togo. The Initiative leverages community resources through the innovative use of existing medical and technological interventions to make health care more affordable and effective. Through collaboration at the grassroots level, the Initiative has developed a model to deliver comprehensive services to over 2,000 individuals living with HIV/AIDS, thereby expanding access to HIV/AIDS care and treatment. The Initiative empowers the local community through an equal partnership with medical professionals and international donors. The result is a dynamic structure guaranteed to respond to patient priorities and ensure program accountability.

The Initiative currently has a staff of 90, the majority of whom are AED-Lidaw patients, spread throughout four locations. It is headquartered in a 20-room community health center in the city of Kara. Satellite clinics have been set up in three of the surrounding prefectures to better serve rural communities and reduce barriers to care. Each satellite clinic has its own medical staff and team of community health workers. At each site, the Initiative offers medical and psychosocial consultations six days per week, facilitates care in the public hospitals for seriously ill patients, and maintains five specialized programs:

1. Community health worker (CHW);
2. Medications for opportunistic infections, nutritional assistance, and vitamin supplementation (MNV);
3. Anti-retroviral therapy (ARV);
4. Prevention of mother to child transmission (PMTCT); and
5. Support for orphans and vulnerable children (OVC).

For the past 6 years, the Initiative has been able to demonstrate the results and cost-effectiveness of its treatment model. For approximately \$240 per patient per year, the Initiative provides comprehensive medical and psychosocial services to those who previously had little or no access. In fact, the Initiative often provides people living with HIV/AIDS their first experience of comprehensive care.

Job Description

Hope Through Health is looking for a Program Director to work in collaboration with the Executive Director of AED-Lidaw to oversee the programmatic, fiscal and administrative aspects of its work at four sites in northern Togo. This is the first role of its kind for Hope Through Health, and the Program Director will lead a crucial roll-out of a new strategic plan to expand HTH's health systems strengthening activities in the public sector. The Program Director will advance the integration of all HTH activities with existing Ministry of Health (MOH) activities and will cultivate strategic partnerships, which will be instrumental to the future direction and success of HTH. The HTH Program Director will work closely with the entire AED-Lidaw team (Medical Director, Financial Officer and Program Coordinators) to support the day-to-day management and broader strategic development of HTH's activities in Togo. The Program Director will serve as the primary representative of HTH in Togo and be responsible for communicating HTH's position, vision, and strategy to the leadership of AED-Lidaw, the MOH, and other local partners. Additional responsibilities include maintaining communication between the US and Togo, overseeing monthly programmatic and fiscal reporting, monitoring and evaluating project growth, supporting new project development, building and strengthening local relationships, and supporting fundraising/development both in the US and Togo.

The ideal person will believe that health is a human right and that health care delivery should promote equity and social justice. The Program Director must be comfortable living and working in a rural, resource-poor environment. S/he must be self-directed, creative, and able to work well within culturally-diverse teams. The Program Director will be expected to demonstrate maturity, respect and solid leadership skills in a challenging cross-cultural work environment. The Program Director may also be asked to supervise and support other international volunteers.

Responsibilities

Program Management

- Working with the Executive Director of AED-Lidaw, lead the team in
 - o developing work plans to meet strategic objectives;
 - o establishing protocols to standardize daily operating procedures;
 - o promoting an organizational culture that is transparent and accountable to all stakeholders at all operational levels.

Financial Management

- Work with the finance team in Togo on
 - o developing an annual budget for the board's approval that reflects HTH's strategic objectives;
 - o forecasting costs;
 - o tracking expenditures monthly against the budget;
 - o ensuring financial controls are respected;
 - o submitting monthly financial reports to the HTH board.

Communication

- Be responsible for all communications and reporting, including
 - o promoting internal communications among the team in Togo;
 - o sending bimonthly situation reports to the US team in addition to monthly financial and M&E reports;
 - o writing grant reports.
- Contribute to fund development activities via contributions to marketing and advocacy materials, grant proposals, and private donor cultivation,

Monitoring and Evaluation

- Strengthen the monitoring and evaluation (M&E) system by
 - o establishing appropriate staffing, supervision, and quality control for data entry;
 - o reviewing all reports that are generated by the M&E team;
 - o regularly sharing reports with local staff, the MOH, the US team, and donors;
 - o promoting operational research.

Partnership

- Reinforce HTH's partnership with the public sector by
 - o advancing the integration of HTH services with MOH activities;
 - o advocating for HTH initiatives at the MOH level;
 - o cultivating and managing partnerships with NGOs, civil society organizations, and businesses working in Togo to garner support for new and existing activities that are aligned with HTH's strategic objectives.
- Provide on-site support to visiting donors, international volunteers, and other visitors.

Other duties as assigned.

Desired Skills and Experience

- Minimum 2 years of project management experience, preferably in rural Africa, with demonstrated increase of responsibility;
- Excellent interpersonal and communication skills (written and spoken), with demonstrated ability to earn trust and respect of colleagues, patients, and partners at all levels and from diverse backgrounds and cultures;
- Flexibility with shifting priorities and competing demands in a fast-paced and challenging work environment;
- Proven ability to exercise maturity and good judgment and to demonstrate political astuteness and tact;
- Prior experience working in, and familiarity with clinical settings, particularly within the public sector and/or HIV/TB a plus;
- Prior community organizing experience extremely useful;
- Demonstrated ability to adapt to difficult work and living environments;
- Ability to relocate to Kara, Togo, required;
- Fluent in French & English, and willing to learn Kabiyé;
- Commitment to social justice and to the fundamental rights of the poor, with a willingness to do whatever it takes to humbly serve the populations HTH cares for in accordance with HTH's core values and strategic objectives;
- Bachelor's degree required.

Living Conditions and Compensation

The Program Director will live alone or with visiting volunteers in a rented house in Kara, the capital city of the Kara Region in northern Togo, roughly seven hours from Lomé, Togo's capital city. Frequent travel across the Kara Region and to Lomé required. The Director will be working as a volunteer but will receive a monthly stipend to cover basic costs of living in Togo. Round-trip airfare to Togo and travel health insurance will also be provided.