



Vacancy Announcement

RE-ADVERTISED (PRIOR APPLICANTS SHOULD NOT REAPPLY)

Deputy Director General for Technical Services National Public Health Institute of Liberia (NPHIL)

GENERAL INFORMATION

Opening Date: June 16, 2025

Closing Date: June 21, 2025, at 5 PM GMT

Apply via email: nphilbod@gmail.com

LOCATION / INSTITUTION

Location: Monrovia, Liberia

Institution: National Public Health Institute of Liberia

The National Public Health Institute of Liberia (NPHIL) was established by an Act of the National Legislature in 2016 and is dedicated to safeguarding and improving the health of the Liberian population through comprehensive public health strategies. NPHIL is guided by the following core values:

- Ethics and integrity
- Transparency
- Accountability
- Equity
- Partnership
- Quality
- Productivity
- Innovation

INSTITUTION INFORMATION

Report to: The Director General

Direct Supervision: Five (5) Divisions **Job Grade:** E1

PURPOSE OF JOB

The Deputy Director General for Technical Services of the National Public Health Institute of Liberia (NPHIL) will assist the Director General in delivering his mandate by leading the operational coordination of the Department of Technical Services to ensure high performance, results, and impact.

RESPONSIBILITIES

- a) Serve as the principal deputy to the Director General, and acts as Director General in the absence of the Director General
- b) Serve as chief scientist for the NPHIL
- c) Supervise all technical divisions pursuant to NPHIL's organizational structure
- d) Deliver on agreed mandates of NPHIL as determined by the Board in the terms of the technical aspects of the Act
- e) Perform all other functions as assigned by the Director General.

ACADEMIC REQUIREMENTS AND RELEVANT EXPERIENCE

- a) A minimum of MD, PhD, DRPH with experience in public health
- b) A minimum of five years' work experience in a scientific or public health research setting
- c) A person of integrity
- d) A demonstrated track record of grant supervision/management
- e) A minimum of 5 public-health related, scientific publications in peer-reviewed journals

REQUIRED SKILLS

- a) Proven experience in leading teams and managing public health programs.
- b) Excellent written and verbal communication skills, with the ability to work collaboratively with various stakeholders.
- c) Expertise in conducting and evaluating public health research, preparing technical reports, and grant proposals.
- d) Excellent interpersonal skills for organizing and motivating teams.
- e) Strategic visioning, planning, implementation, monitoring, evaluation, and reporting skills.

- f) Proven record of accountability, value for money, risk management, and zero tolerance for fraud.
- g) Proficiency in managing multiple projects that address public health challenges and ensuring timely completion.

KEY COMPETENCIES

- Strategic Vision and Focus
- Fostering a Culture of Accountability
- Proactive Risk Management
- Impactful Communication and
- Enhancing Organizational Capability
- Engagement
- Cultivating Strategic Partnerships

SUBMIT ELECTRONICALLY

- Email Subject line: Indicate the Title of the Position
- Letter of Application comprising your vision for the NPHIL
- Curriculum Vitae (CV) with 3 verifiable references
- Copies of Academic Degrees in English (Do not include copies of Certificates)

NOTE:

- Only LIBERIANS who meet the job requirements will be shortlisted for interview.
- The National Public Health Institute of Liberia is an equal opportunity employer, and female candidates are strongly encouraged to apply.