Project Manager - Position Description

AVAILABLE POSITION - Project Manager (Full-Time)
The Health Innovation Program is currently accepting applications for a Project Manager to lead day-to-day implementation of three partner projects, while also providing overall strategy and partnership development support. This position is perfect for a highly-dedicated self-starter with 3-5 years of work experience, interested in joining a collaborative team in improving health outcomes by leveraging the innovation ecosystem in West Africa.

HEALTH INNOVATION PROGRAM
In June 2016, Impact Hub Accra launched a specialized health innovation program to support the burgeoning ecosystem of community health and healthcare leaders throughout Ghana. With partners ranging from local community-based organizations to corporates, the program quickly established itself as the go-to resource for health innovations in Ghana through its locally rooted, globally connected approach. The Health Innovation Program consists of four primary pillars:

1. Community Strengthening
2. Early-Stage Entrepreneurship Incubation
3. Leadership Development and Training, and
4. Research Creation

ROLE AND RESPONSIBILITIES
The Project Manager would be primarily responsible for day-to-day oversight of three* time-bound projects, all co-created and co-led with international or community partners.

Youth Training Program (Jan - Dec) (0.3 FTE)
This program provides leadership training, exposure to innovation, and professional development skills for young adults in Ghana, with a focus on sexual and reproductive health.

- Support the Director of Health Innovation in the creation of the 2019 work plan for participants, including recommendations on curriculum, readings, guest lecturers, and off-site activities.
- Lead day-to-day planning and operations for the program, including oversight of vendor relationships and deliveries, catering and audio-visual needs, invites to guest lecturers, coordination with external consultants, and co-facilitation of programming, as needed.
- Update and expand the current monitoring & evaluation plan, conduct quarterly surveys, and update/conduct an end-of-program survey.
- In collaboration with the Director of Health Innovation, aggregate and interpret data and write end-of-program report.

Incubation and Entrepreneurship Training Program (March-November) (0.3 FTE)
This program will support clinicians, researchers, scientists, and entrepreneurs embedded within their communities in learning basic entrepreneurial skills. These health experts will receive virtual and in-person training and mentorship. The Project Manager would manage the launch of the program's pilot in Ghana in 2019.

**Specific projects/time allocation may shift depending on need/additional program commitments.*

- Work with the Director of Health Innovation to create detailed workshops and curriculum for the pilot within the existing high-level program design.
- Lead day-to-day planning and operations, including product purchasing, cash management, catering needs, and co-facilitation of programming.
- Identify a pipeline of potential candidates, lead recruitment, and assist with selection for pilot participants.
- Identify and recruit a set of mentors (national and international) to support pilot participants.
- Create a monitoring & evaluation plan, tracking diverse short- and long-term outcomes.
- In collaboration with the Director of Health Innovation, aggregate and interpret data and write interim and end-of-program reports.

Summer Associate Program (April - Sept) (0.2 FTE)

This program is an elite professional development program harnessing the energy, drive, and determination of emerging public health leaders. The program brings together young researchers (age 22-35) from West Africa, representing a variety of backgrounds and disciplines. Summer Associates live together in shared housing and receive on-the-ground experience researching, designing, and iterating disruptive ideas in health innovation, while providing applicable research support to address industry partner needs.

- Using existing schedule/templates, update overall program design including orientation schedule, weekly meeting structure, internal due dates, and workshop topics/curriculum.
- Serve as relationship manager with all paired industry partners (startup and corporate), work closely to determine project timelines, partner and participant satisfaction, and consistent communication and engagement.
- Support the Director of Health Innovation in approval of research scope, design, implementation, ecosystem map development, report writing, and final presentation for each Associate.
- Oversee Associate progress, including facilitation of weekly group and individual meetings and regular review of research.

Strategy and Partnership Development (Ongoing) (0.2 FTE)

- Support the Director of Health Innovation in development of concept notes, pitch decks, and grant applications, as needed.
- Serve as lead for select partnerships directly related to project implementation.
- Participate and co-facilitate internal bi-weekly business development check-ins and quarterly strategy retreats.

SKILLS AND QUALIFICATIONS

This position is best suited for a candidate with a minimum of 3-5 years of work experience, preferably in healthcare, public health, community development, and/or entrepreneurship in emerging economies. Self-starters with demonstrated skill and leadership experience will be considered with fewer years of formal work experience.

Required Qualifications

- Initiative-taking behavior, with demonstrated leadership potential. Ability to also work as a team player, and take overall strategic direction from others.
- Experience managing multi-stakeholder projects and/or events.
- Interest in learning/using team management tools, such as Google Drive, Asana, and Smartsheet.
- Three to five years of work experience in healthcare, public health, community development, and/or entrepreneurship.
- Professional-level spoken and written English.
- Willingness to work occasional early mornings, evenings, and weekends as needed.
- Ability to think outside-the-box, pivot as needed, and "put out fires" while remaining calm.
- Excitement about using innovation, entrepreneurship, and market-based approaches to improve health in Ghana and throughout sub-Saharan Africa.

Preferred Qualifications

- University degree in applicable field, with priority given to candidates with an MPH, MBA, MPP, or clinical training.
- Language skills with a local Ghanaian dialect, such as Akan/Twi, Ga, or Ewe.
- Experience using and/or teaching key entrepreneurship tools such as the Business Model Canvas, Human-Centered Design theory, or product design processes.
- Familiarity with Ghana's health ecosystem, including key government, industry, and innovation players.
- Experience with fundraising, partnership management, or grant management.

LOCATION AND COMPENSATION

This is a funding-dependent position, with final confirmation scheduled for February 2018. The position will initially be offered as a 10-month contract (March - December 2019), with opportunity for renewal and/or negotiation at the end of the contract period.

Both Ghanaian and international applicants are invited to apply for this position, with priority given to applicants with prior experience working in Ghana, and those with local language skills. A modest relocation package may be negotiated as part of the salary and benefits package for this position.

Location: Osu, Accra, Ghana
Time Commitment: Full-Time, 40 hours per week
Salary: Commensurate with Experience, Salary paid in Ghana Cedis
Start/End Dates: March - December 2019

APPLICATION PROCESS

To apply for the open Program Manager position, please send a cover letter and CV/resume to emily.sheldon@impacthub.net. Applications for this position will be accepted on a rolling basis. Phone calls regarding this position will not be accepted.