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HR and Administrative Officer, Equatorial Guinea

Over the past 40 years, Medical Care Development International (MCDI), the international health division of Medical Care Development, Inc. (MCD), has worked to strengthen health systems through practical, evidence-based and high-impact interventions across several public health sectors in over 40 countries. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholder to improve the health outcomes of vulnerable populations. By joining MCDI, employees join a diverse network of highly capable individuals, many of whom are experts in their field.

The BIMCP III is five-year project (2014-2018), funded by the Government of Equatorial Guinea (EG) and Marathon Oil Corporation and its partners, AMPCO, Noble Energy, which seeks to substantially reduce morbidity and mortality caused by malaria on Bioko Island, Equatorial Guinea.

The goal of the Equatorial Guinea Malaria Vaccine Initiative (EGMVI) is to eliminate malaria on Bioko through the use of a sporozoite-based vaccine developed by Sanaria Inc., as such to eliminate malaria-attributable morbidity and mortality, improve the welfare of Equatoguineans and improve conditions for economic development.

Beginning in 2016 MCDI began implementing the Cervical Cancer Screening and Treatment Project in Equatorial Guinea on behalf of Noble Energy. The project, currently in the second phase of implementation is focused on cancer prevention and early diagnosis.

MCDI is seeking a full-time HR and Administrative Officer who will be responsible for the overall human resources and administrative activities in supporting our field office operations in Equatorial Guinea for the EGMVI, BIMCP and CCST projects. This position will be under the direction and supervision of MCDI's Equatorial Guinea Country Director. This is an exciting leadership opportunity and offers a chance for the right candidate to grow and have a positive impact while working with a diverse and engaged team.

The general responsibilities of the HR and Administrative Officer include:

- a) **Recruitment:** In close coordination with Component Managers, take responsibility for all recruitment and recruitment planning and create standard recruitment procedures
- b) **HR Contracting:** Prepare standard contracts and agreements for all the EG projects (including amendments, renewals), liaise with legal counsel to ensure alignment with EG labor laws.
- c) **Performance Management:** oversee and administer the performance evaluation process for local nationals. Provide guidance to managers and employees on personnel matters.
- d) **Policies and Procedures:** Review and update the project employee manuals and ensure compliance with EG labor laws.

- e) **Payroll and Benefits:** Oversee benefits management and working with Finance to ensure smooth payroll processing.
- f) **Legal:** Be the liaison with the Ministry of Labor regarding labor claims and seek legal counsel to address issues as they arise and proactively implement measures to mitigate risks.
- g) **Logistics:** Coordinate project-related logistics with relevant staff including vehicle management, travel and accommodation arrangements for expatriates, etc.
- h) **Procurement:** Manage procurement of local goods and services working closely with home office procurement and technical staff. Ensure a proper inventory system is in place.

Qualifications, Skills and Experiences:

- BS/BA in Finance, Business Administration or a related field required; Post-graduate degree desirable
- A minimum of five (5) years of relevant experience in International Development program administration with demonstrated experience in human resources and operations management including procurement.
- Prior work experience in a developing country context is required; work in African countries is preferred
- Solid interpersonal skills, team player, highly adaptable and able to work under stress.
- Sensitivity to the concerns of the developing world and ability to work with community-based providers from different cultural backgrounds
- Excellent command of both Spanish and English (French also desirable)
- Good oral and written communication skills
- Highly computer literate, highly skilled in the use of MS Excel and proficient in the use of Windows® programs for word-processing, database management, presentations, and electronic communication

Location: Malabo, Equatorial Guinea

Application Requirements:

To apply, please submit:

1. An updated CV
2. A cover letter (please include salary expectations)

All applications should be sent to mcdijobs@mcd.org. **Position will be open until filled.**