

Role Description

Role	<i>RHD Community Liaison Officer</i>
Location	<i>Honiara</i>
Reports To	<i>RHD Director</i>
Subordinates	<i>RHD Champions</i>

The position

The Rheumatic Heart Disease (RHD) Community Liaison Officer position represents a unique opportunity for an individual to extend their experience in public health whilst at the same time contributing to an important public health challenge in the Solomon Islands. This position will assist with the achievement of Health Strategic Plan 2022 to 2031, and the national non-communicable (NCD) multisectoral Policy plan 2025 to 2031 covering targets in relation to RHD.

The position aims to support and implement the delivery of a comprehensive national register-based RHD secondary prevention programme that engages and empowers people living with RHD to advocate for themselves by:

- (1) Promoting primary and secondary prevention of Acute Rheumatic Fever (ARF)/RHD including ongoing health promotion and awareness.
- (2) Ensuring continuity of care and health system navigation support for people living with RHD (PLW RHD) within and between the health system and community.
- (3) Supporting RHD Champions and PLW RHD to establish peer-to-peer support groups.
- (4) Ensuring inclusivity and access to services for all PLW RHD.

Key duties

1. Provide support to the RHD Director, with a key focus on ensuring inclusivity and access for all people of Solomon Islands requiring services for ARF/RHD.
2. Support RHD Director in preparation of annual and quarterly plans, national level benzathine adherence data collection and reporting including consolidation of provincial data.

3. Support RHD Director to ensure compliance with Monitoring, Evaluation and Learning (MEL) reporting for the program.
4. Support RHD Director to ensure compliance with Gender, Equality, Disability & Social Inclusion (GEDSI) reporting for the program.
5. Support the integration of RHD with NCD and, where appropriate, other public health programmes, and RHD advocacy.

Key Performance Indicators *(aligned to national MHMS Strategy plan 2022- 2031, and the NCD multisectoral strategic plan, policy and Road Map 2024- 2031).*

1. National and provincial adherence reports submitted to RHD Director and RHD Technical Advisory Committee (TAC) on a quarterly basis and annual RHD activity reports prepared and submitted to RHD Director and RHD TAC.
2. Annual work plans prepared and submitted to RHD Director and RHD TAC meetings arranged and minutes each quarter.
3. Timely submission of quarterly and annual MEL and GEDSI reports.
4. Demonstrate improved engagement of PLW RHD with health services.
5. Support the conduct of at least one peer-to-peer support group meeting quarterly.

The Person

The RHD Community Liaison Officer qualification requirements include Bachelor or Diploma of Public Health, Nursing and health promotion. Whilst this position may be a nurse, a health background with public health experience is essential. Registration or practising licence requirement as appropriate, and tailored to MHMS proposed structure, In addition, the following knowledge, experience, skills, and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Understanding and the use of information and reporting systems in Solomon Islands
2. Proven experience in the Solomon Islands with diverse community engagement and awareness of local culture & protocols.
3. Knowledge of Word, Excel, general principles of monitoring and evaluation, data collection and entry.

4. Intimate knowledge of the Solomon Islands health system as well as specific and relevant clinical guidelines.
5. Demonstrated knowledge and experience in the planning, implementation of health programs.

Skills and Abilities

1. Demonstrated ability to engage diverse community members and health professionals.
2. Demonstrated computer literacy, including Word, Excel and email.
3. Ability to work independently and to a timeline is critical for this role.
4. Demonstrated ability to work autonomously and as part of a team.
5. Demonstrated ability to write reports, including, annual and monthly activity reports, and submitting in a timely manner.
6. Demonstrated ability to effectively manage and prioritize workload to achieve project outcomes in a timely manner.
7. Ability and willingness to travel frequently within Solomon Islands.

Personal Character and Eligibility

As the applicant will be working with the MHMS, the RHD Community Liaison Officer must have a clear police record and will be required to provide a police clearance as a condition of employment. The normal requirement of being a Solomon Islands Citizen under the retirement age of 55 years can be waived under special circumstances.

Application

Completed applications addressing the selection criteria and with an up-to-date CV, should be sent via email to elmah.panisi@livelearn.org or hand delivered to the Live & Learn office during business hours (addressed to Elmah Panisi Sese, Live & Learn Country Manager, Red Cross Building, Lombi Crescent, New China Town, Honiara, Phone 23698).

Applications should be submitted by midnight Honiara time on **Sunday 24th August 2025**.

Applications received after the closing date cannot be considered. Only shortlisted candidates will be contacted.

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