



Role	National RHD Coordinator
Salary Band	2.96M
Salary Range	2.4 – 3.4M
FTE	1.0
Location	Port Vila, Efate Island
Reports To	Director of Clinical Services (via Technical Working Group Chairman)
Subordinates	RHD Community Liaison Officer RHD Champion

The Role:

The National RHD Coordinator position represents a unique career opportunity for an individual to extend their experience as a public health professional whilst at the same time contributing to an important public health challenge in Vanuatu and the achievement of non-communicable disease (NCD) targets in relation to rheumatic heart disease (RHD).

The post aims to implement and support the delivery of:

- (1) A comprehensive national register-based RHD secondary prevention programme that engages and empowers people living with RHD to advocate for themselves.
- (2) Implementation of National Acute Rheumatic Heart Fever (ARF)/RHD guidelines for the clinical care of patients with ARF/RHD.
- (3) A model for RHD early case detection including a national case detection programme; &
- (4) Primary prevention guidelines including ongoing national health promotion and awareness.

The Ideal Candidate:

- A Bachelor and Masters in Public Health
- At least a year of health experience is essential.
- Registration or practicing license requirement as appropriate.
- The following knowledge, experience, skills, and abilities are required to successfully undertake this role:

Knowledge and Experience:

- Comprehensive understanding and the use of information and reporting systems in Vanuatu.
- Proven experience as a trainer and supervisor
- Knowledge of Word, Excel, general principles and practice of monitoring and evaluation, data collection and entry.
- Demonstrated knowledge and experience in the planning, implementation of health programs.
- Intimate knowledge of the Vanuatu health system as well as specific and relevant clinical guidelines.

**Skills and Abilities:**

- Leadership skills
- Good facilitator and presenter
- Extensive project management skills including preparation of work plans and time plans.
- Demonstrated computer literacy, including Word, Excel and email.
- Ability to work independently and to a timeline is critical for this leadership role.
- Demonstrated ability to work autonomously and as part of a team and in a leadership capacity.
- Demonstrated ability to write reports, including, donor reports, annual and monthly activity reports, and submitting in a timely manner.
- Demonstrated ability to effectively manage and prioritize workload to achieve project outcomes in a timely manner.
- Ability and willingness to travel frequently within Vanuatu.

Personal Character and Eligibility:

- Applicants must have a clear police record.
- The successful applicant will be required to provide a police clearance as a condition of employment.
- Applications are encouraged from all eligible, qualified applicants.

Key duties

- Provide leadership, strategic direction and mentoring to key implementation partners, and provincial coordinators.
- Manage daily program delivery of projects deliverables
- Preparation of annual and quarterly plans
- Capacity building for project teams
- Ensuring adequate RHD related medication supply and resolution of supply issues at national level as required
- Support the integration of RHD with NCD and, where appropriate, other public health programmers, and RHD advocacy including ministerial briefings and general media opportunities.
- Provide secretarial and overall coordination of the national technical working group for RHD.

Key Performance Indicators:

- National and provincial adherence reports submitted to Technical Working Group (TWG) Chairman on a quarterly basis and annual RHD activity reports prepared and submitted to director curative and director public health
- Annual work plans prepared and submitted to director curative and director public health and TWG chairperson.
- Number of meetings arranged and minutes each quarter.
- Conduct at least one nurse or Medical Officer training <2 per year>.
- Represent RHD program at all relevant Ministry stakeholder meetings.
- Ensure ARF/RHD is formally integrated into the undergraduate and postgraduate curricula at all institutions that offer nurse and medical officer training.
- Ensure that at least 90% of pharmaceutical commodities and consumables are available at all times.

Application letter with Curriculum Vitae must be submitted by 12:00am (midnight), Sunday the 24th August 2025 with names and contact details of at least two referees. Applications can either be hand-delivered, addressed to:

Glarinda Andre
Country Manager
Live & Learn Vanuatu
Tasiriki
PORT VILA

Or, via post:
PO Box 1629
Port Vila
Vanuatu.

Or, via email:
glarinda.andre@livelearn.org

Interested candidates are invited to visit our website www.livelearn.org for further information about our work. Only shortlisted candidates will be contacted for further information and/or interview.

Live & Learn is an equal opportunity employer. We are committed to the wellbeing and safety of all children, and employees are required to agree and abide by our Child Protection Policies, our Good Practice Manual, and follow our Code of Conduct.