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Role	RHD Community Liaison Officer [Senior Officer]
Salary Band	2.74M
Salary Range	2.0 - 3.0M
FTE	1.0
Location	Port Vila, Efate Island
Reports To	National RHD Coordinator
Subordinates	RHD Champion

The Position:

The 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 Vanuatu and the achievement of non-communicable disease (NCD) targets in relation to rheumatic heart disease (RHD).

The post aims to support and implement the delivery of a comprehensive national register-based RHD secondary prevention program 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 (PLWRHD) within and between the health system and community.
- (3) Supporting RHD Champions and PLWRHD to establish peer-to-peer support groups.
- (4) Ensuring inclusivity and access for to services for all PLWRHD.

The Ideal Candidate:

- Bachelor [preferably in health-related program]
- At least a year of experience with a public health program
- 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 *Vanuatu*.
2. Proven Public Health experience in Vanuatu
3. Knowledge of Word, Excel, general principles of monitoring and evaluation, data collection and entry.
4. Intimate knowledge of the Vanuatu health system as well as specific and relevant clinical guidelines.
5. Demonstrated knowledge and experience in the planning, implementation of health programs.



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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 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

1. Provide support to the National RHD Coordinator, with a key focus on ensuring inclusivity and access for all people of Vanuatu requiring services for ARF/RHD.
2. Support National RHD Coordinator in preparation of annual and quarterly plans, national level benzathine adherence data collection and reporting including consolidation of provincial data.
3. Support National RHD Coordinator to ensure compliance with Monitoring, Evaluation and Learning reporting for the program.
4. Support National RHD Coordinator to ensure compliance with Gender, Equality, Disability & Social Inclusion reporting for the program.
5. Support the integration of RHD with NCD and, where appropriate, other public health program, and RHD advocacy.
6. Take lead in delivery of activities in the field

Key Performance Indicators:

1. National and provincial adherence reports submitted to RHD Technical Working Group (TWG) chairperson on a quarterly basis and annual RHD activity reports prepared and submitted the Ministry of Health Directors; and the RHD TWG Chairperson.
2. Annual work plans prepared and submitted to the Ministry of Health Directors and the TWG Chairperson
3. Timely submission of quarterly and annual MEL and GEDSI reports.
4. Demonstrate improved engagement of PLWRHD with health services.
5. Support the conduct of at least one Peer-to-support group meeting on a quarterly basis.



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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.