



**Position:** Manager, Tertiary Care  
**Reports To:** Country Director, Ghana  
**Matrix Manager:** Senior Director, Tertiary Care  
**Location:** Accra, Ghana  
**Type of Position:** Full Time

### **ORGANISATIONAL PROFILE:**

For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income countries where access to eye care is limited and the challenges for those who can't see are severe. But there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At the Cure Blindness Project, we believe avoidable blindness can – and must – be overcome. For more than 30 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 30 countries, Cure Blindness Project has provided more than 1.6 million sight-restoring surgeries and screened more than 16.5 million people to provide care and basic treatments. We've trained more than 20,100 eye health professionals and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness together.

In Ghana, Cure Blindness Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a dynamic positive team to bring work to life.

**VISION:** We will be the catalyst to create a world in which no one is needlessly blind.

**MISSION:** We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

**SCOPE OF WORK:**

The Manager of Tertiary Care will report to the Country Director, Ghana, with a matrixed reporting structure to the Senior Director, Tertiary Care to align functional and regional efforts. Under the direction of the Country Director, lead the implementation of tertiary programs in training and capacity building (fellowship and residency), management of international and national volunteer faculties, procurement of medical supplies for tertiary level supports, management of medical licensing, etc. Support Cure Blindness Ghana Office in managing specific projects related to tertiary level programming. The Manager, Tertiary Care works with the Director, Advocacy and program team on any national and sub-national advocacy works on tertiary level training, supporting the professional associations, eye bank and other related advocacy and support priorities.

**ESSENTIAL JOB FUNCTIONS:**

- Build and maintain highly collaborative working relationships with counterparts in other Cure Blindness Project offices, including regional offices and national offices
- Foster a positive and productive organizational culture in alignment with Cure Blindness global culture and values
- Achieve and exceed organization goals for training, and tertiary care of patient care
- Instill operational and business management rigor in the organization, in the areas of scorecard, analysis, reporting, financial accountability, partner relationship management, and day to day operations
- Represent Cure Blindness Project at external forums and professional gatherings
- Prepare a regular work plan, secure the approval of the Country Director for activities in your role and responsibilities
- Provide inputs into strategic and action planning, resource planning including budget development, developing schedules and timeframes and documentation, and sharing reports
- Take responsibility for the implementation of program plans within the specified time frame, planned and approved budget with optimal efficiency
- Support the proper implementation of program, finance, and administrative related strategies of the country office to achieve its goal with the required compliances
- Build networks across partners including ophthalmology teaching institutions, professional associations, and collectively address any challenges to ensure

timely implementation of tertiary level training activities and other programs assigned with the required quality and budget efficiency

- Lead tertiary care strategy in Ghana, evaluating needs across sub-specialties to enable access to comprehensive care in the country: inclusive of training and infrastructure
- Work with a global tertiary care team to ensure appropriate support for partners is provided for training and capacity building
- Closely work with the responsible ophthalmology residency teaching institutions and other program teams to effectively manage the residency training programs
- Enhance the quality of fellowship and residency training via managing the deployment of international and national volunteer faculty to provide hands-on training
- Manage Cure Blindness program of ophthalmology residency improvement initiatives in close collaboration with the Ghana Clinical Advisor, Strategic Initiatives team and responsible in-country partners
- Manage the field rotation of residents of Korle Bu Teaching Hospital and Komfo Anokye Teaching Hospital for its timely implementation and follow ups
- Work with the Program team to support residents that will observe and practice surgery at Cure Blindness assisted outreach with proper supervision per the standards
- Work with Strategic Initiatives, Tertiary Care and Logistics team members to organize and manage logistics and other activities for individuals who will participate in international conferences
- Manage the infrastructure and other support needs establishing and strengthening facilities for Ophthalmology training institutions and other partners
- Partner with global procurement team to support Cure Blindness Ghana office for efficient and timely in-country and overseas procurements
- Work to improve the cross learnings among the academic institutions via strengthening residency program coordinators meeting initiatives on quarterly basis to share experiences and learnings for improvements

Manage medical licensing and visas:

- Ensure all the medical volunteers coming from abroad have the required licenses from the local regulatory authority
- Make sure that any visa requests for volunteers that need in-country follow-ups are managed on time

#### Manage research initiatives:

- Lead the development and management of research grants and initiatives to be conducted by Ophthalmologists in Ghana and develop systems to efficiently track, analyze, visualize, use and disseminate research results.
- Lead and closely work with other teams to regularly collect, collate, analyze, and report on tertiary care program data per the required standard and quality (completeness, consistency, and timeliness) to facilitate learning and timely decision making
- Collaboratively develop, refine, and implement a robust research agenda/framework for continuous learning, collaborating, and adapting
- Coordinate tertiary care program learning agendas implementation including the development of concept notes, data collection instruments, analysis and program learning document preparation

#### Advocacy and communication with key stakeholders at tertiary programs:

- Support Cure Blindness Ghana team in strengthening relationships with Ghana Health Service, Ophthalmological Society of Ghana, Ministry of Health, academic institutions with Ophthalmology Residency Programs & Sub-Specialty training, professional associations, and other key stakeholders, facilitating advocacy with these offices
- Support Cure Blindness Ghana office in any national and sub-national advocacy works on eye health training, and other related advocacy priorities
- Engage with partners and stakeholders to enhance the partnerships with key stakeholders and partners in the health care system in general and in tertiary eye care in particular
- Provide reports/updates about tertiary care and related work to the USA communication team
- Support Cure Blindness Ghana advocacy team in strengthening its internal advocacy work

#### Additional Roles and Responsibilities for Ghana Office:

- Support other program teams on outreach execution processes in case of high-volume outreaches
- Perform any other duties assigned by the Country Director

#### HR Responsibilities:

- Recruit, interview, and train new staff
- Manage timesheets, reimbursement and travel approval requests

- Drive the daily workflow of the department
- Provide constructive and timely performance evaluations and quarterly check-ins
- Participate in the annual budget, planning, and goal setting process
- Oversee employee engagement activities in partnership with HR
- Continuously develop your leadership skills to build a cohesive team

## **QUALIFICATIONS**

To be successful in this role, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Required Skills/Knowledge/Abilities:**

- Bachelor's Degree in relevant field required; master's degree preferred
- Demonstrated experience in program management and/or logistics
- Solid analytical and organizational skills and ability to effectively collect, organize, and present key information regarding planning and logistics to staff, volunteers, and in-country partners
- Experience conducting data collection, analysis, and reporting activities
- Ability to develop and draft work plans and budgets
- Ability to multi-task and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Strong cross-cultural skills—the ability to work constructively with national and international staff
- Innovative problem-solving skills
- Proactive in identifying and addressing issues
- Professional, flexible, and a can-do attitude
- Strong contributor in team environments, working across multiple departments
- Proven oral and written communication skills
- Ability to work effectively and diplomatically with a diverse range of internal and external stakeholders including partners, cross functional teams, senior level subject matter experts
- Ability to ask the big-picture questions that ensure timely delivery of products and lead to process improvements to support scaling of learning and development programs

- Detail-oriented with an ability to set clear priorities alongside keen analytic, organizational, and problem-solving skills that drive decision making and projects to completion
- Set and meet project roadmaps with properly scoped deadlines that have well-defined milestones
- Ability to thrive and adapt in a fast-paced and evolving environment – virtually and in-person
- Experience working in multi-cultural environments and ability to successfully collaborate with cross functional teams and leaders to drive results
- Prior experience and competency in Microsoft Office Suite as well as SharePoint, Teams, Google Drive, Smartsheet's, and Zoom
- Strong written and spoken English language proficiency
- Previous experience in public health learning and development roles preferred.
- Flexibility to work off hours, nights, and weekends when needed.
- Ability to travel domestically and internationally up to 30% of the time.

#### Experience:

- A minimum of 4-5 years' experience in program management or grant management, preferably on behalf of an INGO

#### Additional qualifications include:

- Excitement to join a nonprofit institution poised to expand global operations
- Outgoing personality that can collaborate with a variety of personalities at all levels of the organization, building relationships and shared goals across departments and partner organizations
- A sense of discretion and a high degree of professionalism is required, an ability to maintain confidentiality of highly sensitive information
- Demonstrates a highly professional and cooperative demeanor with supervisors, coworkers and partners
- Strong interpersonal, communication, facilitation, and presentation skills
- Detail oriented and able to efficiently prioritize tasks
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, Asana (and other cloud-based software)
- Committed to advancing diversity, equity and inclusion

Physical requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift to 15 pounds at a time

### **To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

The Cure Blindness Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.