**Job Title:** KH/WHP Implementation Project Manager  
**Reports to:** Senior Management Team  
**Location:** Burundi

**Organization Background**

Village Health Works (VHW) is a 501(c)(3) global health organization operating in Burundi, East Africa, with offices in the US and Burundi. Founded in 2006, VHW’s mission is to provide quality, compassionate health care in a dignified environment while also addressing the root causes of illness, poverty, violence, and neglect.

VHW was founded in partnership with the community we serve. VHW uses a holistic model to strengthen communities by removing barriers to human dignity and restoring hope, focusing first on treating and preventing illness through primary health care services and then integrating education, sustainable agriculture, and economic development programs. VHW has built an extensive campus in Kigutu that is nestled amongst lush mountains and overlooks beautiful Lake Tanganyika. With over 500 full-time and part-time employees in Burundi, as well as a small team in the United States, VHW delivers a wide array of programs in a catchment area of 200,000 people within the southern provinces of Burundi.

VHW is investing in two new initiatives that will extend its impact across Burundi and serve as a model for the country and region. VHW is nearing completion of construction on the Kigutu Hospital and Women’s Health Pavilion (KH/WHP), a 150-bed teaching hospital with surgical capacity. Additionally, VHW has established the Kigutu International Academy, a grade 9-12 boarding school to equip young minds with an education based on critical thinking that will prepare them to become the leaders we wish their country and the continent to have.

For more information, please visit [www.villagehealthworks.org](http://www.villagehealthworks.org)

**Position Overview**

The KH/WHP Implementation Project Manager will be responsible to operationalize the opening of the new hospital. Construction is underway and expected to be completed in June 2022. Key to the successful opening of this facility will be a Project Manager who can create, coordinate, and manage the spectrum of systems/processes/equipment/personnel needed to occupy the new building and operate a high-quality state of the art healthcare facility.

The Project Manager will be responsible for coordinating, with the Kigutu and NY procurement team, the timely ordering of all materials and equipment necessary to open the hospital for operations. S/he will have her/his primary work location in Kigutu and will liaise across the organization to ensure the hospital that will open in 2022 meets the functional needs of our clinical team and the patients we serve.
Summary of Duties and Responsibilities

Planning

- Analyze the Operational Plan for KH/WHP and outline work and patient flows that will guide how the hospital is structured to support the provision of high-quality care
- Create a detailed project plan that supports the timely opening of the hospital
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop the initial master schedule/timeline and systems to track progress
- Evaluate the schedule of and fit out of the KH/WHP in Microsoft Project or similar project management software
- Establish a positive and cooperative working relationship with the general contractor, the architect/engineer, subcontractors, and suppliers
- Consult with Clinical and Administrative Leadership to identify and address concerns and resolve project issues.
- Coordinate the opening of clinical services with the hiring and readiness of clinical staff with the Clinical leadership team.
- Identify and track current or potential conflicts that may jeopardize any part of the project, including the schedule, the budget, or the quality of materials
- Track the overall KH/WHP budget and update it as needed
- Anticipate the need to request permits or licenses in advance of phases of the project requiring them, and coordinate the parties necessary to file those requests in a timely and accurate manner

Management

- Coordinate activities for all contractors, suppliers, and employees
- Represent VHW in all matters pertaining to the fit out of the Kigutu Hospital and Women’s Health Pavilion
- Establish and maintain and manage relationships with third parties/vendors/consultants and coordinate their work
- Supervise the work of any VHW employees for whom you are responsible in Kigutu.
- Implement effective security measures, during and after working hours, to minimize the risk of theft, vandalism, or personal injury AND maximize the health and wellbeing of the workforce and of any visitors to the site
- Support efforts to recruit, train, and employ local labor
- Use appropriate verification techniques to manage changes in project scope, schedule and costs

Monitoring, Evaluation, Reporting

- Create and maintain comprehensive project documentation
- Monitor and report on the progress of the project; escalate to management as needed
- Prepare and share with VHW leadership a weekly progress report
- Ensure that the overall project stays on or ahead of schedule, at or under budget, and within scope
- Perform risk management to minimize project risks and proactively resolve challenges to the project
- Ensure compliance with all laws, regulations, and safety rules and keep the site secure
Log and track documentation for permits and regulatory requirements

Supplies and Equipment

- Ensure resource availability and allocation
- Oversee delivery of materials and equipment onsite
- Coordinate the timely delivery of materials and equipment, some of which may need to be imported, with the procurement team
- Facilitate the inspection of materials
- Facilitate staff training and supervision if required for new equipment or materials
- Oversee the inspection and secure storage of all materials as required for the fit out of the campus
- Authorize payment after satisfactory inspection
- Ensure compliance with all procedures as specified by VHW’s procurement and accounting personnel

Qualification Summary

- Bachelor’s or advanced college degree, clinical experience highly desirable
- Prior experience managing complex, multiyear projects
- Experience operationalizing a health care facility or hospital in resource-limited settings, preferably in East Africa
- Demonstrated ability to lead a diverse set of stakeholders in challenging situations
- Exceptional written and verbal communication skills, in English and French
- Skilled in using Microsoft Office software, including Excel, Word, PowerPoint, and familiarity with Microsoft Project (or comparable) software programs
- A commitment to VHW’s mission and vision.

Essential skills/characteristics

- Strong initiative and self-motivated, with a commitment to teamwork and humanitarian principles.
- Solid organizational skills with demonstrated high level of follow through, attention to detail and reliability.
- Demonstrated ability in managing competing tasks and priorities.
- Ability to handle stressful situations and stay calm in any condition.
- Flexibility to manage unforeseen scenarios and challenges to meet the desired goals and objectives; willing to learn from others.
- Knowledgeable, creative, independent and outcome focused problem-solving skills.
- Strong client facing and internal communication skills.
- Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment.
- Energy and stamina to withstand long working hours and often stressful conditions.

Salary and Benefits

- Housing provided on campus in Kigutu
- Competitive salary, commensurate with experience.
How to Apply:
Qualified candidates are encouraged to submit a CV and a thoughtful cover letter describing your experience and how it applies to this position along with 3 professional references to: Jobs_C@villagehealthworks.org.

Please include “KH/WHP Implementation Project Manager “in the subject line of your email.

Submissions should be in English.

Village Health Works considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability. Village Health Works is an equal opportunity employer.