

The Louisiana Office of Public Health (OPH) STD/HIV/Hepatitis Program is currently recruiting an individual to serve as Program Monitor in the Business Unit.

This position assists the Financial Operations Manager in the financial and contractual management of the Program. SHHP has over 15 different complex funding sources to support its \$88,000,000 annual budget. Operations include 70-75 contracts and administration of federal grants, state funds, and generated revenue.

**Minimum Qualifications:**

A baccalaureate degree plus three years of professional level experience in business administration, contract/grant management, procurement, financial management, accounting, public administration or related field. Education must include coursework in basic accounting, financial management, statistical methods and managing information systems. Requires extensive skills using computer financial, accounting and other related spreadsheets, database programs, and word processing programs.

Job Title: **Program Monitor (Administrative Program Monitor)**

Cost Center(s): **3262107645**

Position #'s: **50490324**

Location: **Office of Public Health | Bureau of Infectious Diseases | Orleans Parish**

Type of Announcement: **Classified**

Announcement Number for this posting: **OPH/CG/2018**

The Closing Date/Time of the Announcement: **Monday, May 9, 2022; @ 11:59 PM Central Time**

Please forward the information to any others who may have a need to know of this information. If there are applicants that you would like to consider for this position, please have them go [HERE](#). From there, applicants can search for the job posting and will be able to apply online. Only applications submitted within the announcement period of this posting can be considered for eligibility. **NO EXCEPTIONS.**