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| **Main Streaming Project Health officer - Alex Office**  |
| TEAM/PROGRAMME: Operation Program  | **LOCATION: Alex with Frequent visits to Damietta**  |
| **GRADE**: 4  | **CONTRACT LENGTH:** Till end of December 2023 renewable  |
| **Child Safeguarding:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.  |
| **ROLE PURPOSE:** The Health officer will be key in efficiently and urgently responding to Secondary medical services cases, ensuring that appropriate actions are taken as agreed with UNHCR and recording all required information. They will also be crucial in Supervising all primary healthcare activities, coordinating, implementing, and reporting under the health program with Save the Children International (SCI), working closely with healthcare providers, the project team, PHC partners, UNHCR, The Health officer will be responsible for delivering timely results and coordinating with governmental, partner, and community stakeholders to establish a coherent project model on the ground.  |
| **SCOPE OF ROLE:** **Reports to:** Field Manager (Alex) **Dotted line:** Health senior officer**Dimensions:** Save the Children International works in 13 regions in Egypt with a current staff complement of approximately 300+ staff and current expenditure of approximately US $12 million each year. **Staff directly reporting to this post:** 3 medical Coordinators, 1 clinical supervisor and 1 administration  |
| **KEY AREAS OF ACCOUNTABILITY:** **Project Implementation** * Supervises and manages 2 health care services -respond team and elective/Emergency referral process supported by project senior officers (Primary Health Care/Secondary Health Care)
* Participates in medical assessment of cases, and provider selection.
* Assures that the cases are referred according to the cases’ medical needs, and geographical location to the appropriate healthcare facilities, throughout public facilities as the 1st choice, or, if the needed service is not available in nearby public facilities, the case referred to the nearest healthcare facility of the SC medical network
* Manages the follow up of admitted cases medically and financially with the medical coordinators
* Assures the implementation of UNHCR policy in managing referral of emergency cases
* Assures that all Referral cycle within the agreed timeframe started from received through referrals officer, and actions taken are recorded and well-documented clearly and separately
* Participates in healthcare facilities’ visits when required
* Participates in deviations’ detection and investigation.
* Participate and Supervise all PHC Activities

 **Reporting and documentation** * Assures and revises comprehensive, accurate, and on time data registration process for all medical cases
* Assures that the action taken by the health coordinators are documented and cases are followed up, and the feedback recorded
* Support for preparing all reports needed for Alex Health activities (SHC/PHC)

**Budgeting** * Support in quality budget phasing, monitoring and utilization, participates in cost/benefit assessment for Health activities guided by UNHCR SOPs ( SHC/PHC)
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| **BEHAVIOURS (Values in Practice)**Accountability:* holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:* sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

Collaboration:* builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

Creativity:* develops and encourages new and innovative solutions
* willing to take disciplined risks.

Integrity:* honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS AND EXPERIENCE** * Bachelor degree of medicine with a minimum of 3-5 years of successful experience in project implementation with a reputed organization or NGO, previous work with UNHCR is preferred.
* Postgraduate degree in emergency medicine is preferred.
* Post graduate study in management is preferred.
* Previous work with refugees/asylum seekers is a plus.
* Strong government relations and networking skills
* Highly developed interpersonal and communication skills including influencing and negotiation
* Strong results orientation, with the ability to challenge existing mindsets.
* Very good computer skills.
* Report writing skills in English required.
* Good knowledge of Child Safeguarding will be an added advantage.
* Commitment to Save the Children International values
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Omar El-Noaman** | **Date: October 2023** |
| **JD agreed by:** | **Date:** |
| **Updated By:**  | **Date:** |