

JOB DESCRIPTION

JOB TITLE: Senior Health Officer	
TEAM/PROGRAMME: Programme Operations, Health Team	LOCATION: Cairo
GRADE: 3	TYPE OF CONTRACT: Fixed Term
<p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>The Senior Health Officer will play a lead role with Ministry of Health and stakeholders in coordinating, implementing, reporting and monitoring the project, under the supervision of the health Project Manager. S/he will have significant responsibility for delivery of timely results and for coordination with governmental, partner and community stakeholders to ensure a coherent project model is established on the ground</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Health project Manager Staff directly reporting to this post: 1 field officer, 1 technical officer, the post holder would be required to travel at minimum 30% to the field sites</p>	

KEY AREAS OF ACCOUNTABILITY:

- Lead and oversee the implementation of Save the Children's Improving Maternal, Newborn & Child Health Outcomes Project in Cairo and Alexandria governorates, ensuring high-quality deliverables are developed and implemented, fulfilling our obligations to stakeholders at all levels.
- Support the Project Manager in monitoring PHC activities and act as the budget holder for all expenditures related to the PHC compound; prepare financial plans directly linked to work plans.
- Conduct regular meetings with the Ministry of Health at the governorate and district levels, and conduct regular field visits to the supported primary care units.
- Prepare and support in coordinating technical workshops and steering committee meetings.
- Supervise the two project officers (Technical and Field) and provide technical assistance for the Alexandria team.
- Establish and coordinate the platform of stakeholders working on improving maternal, newborn, and child health in Egypt.
- Ensure that the PHC department operates according to the work plans, budget, timeline, and monitoring and evaluation (M&E) system as designed.
- Ensure the mainstreaming of Save the Children's Child Safeguarding policy in all program activities.
- Under the supervision of the Project Manager, monitor timely and effective program implementation and expenditures of the project on a monthly, quarterly, semi-annual, and annual basis; ensure the development of timely and quarterly technical and financial reports as per the project donor's requirements.
- Ensure Save the Children International (SCI) policies and procedures are adhered to, to improve program operational efficiency

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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

QUALIFICATIONS AND EXPERIENCE

- Bachelor’s degree in a Health-related area including: public health, family health and primary care.
- Post graduate degree is desirable.
- 3-5 years of experience successful experience in project management and implementation with reputable NGO operating in the Egyptian context in the health sector.
- Proven history of project management including program design, budgeting, implementation and monitoring and evaluation administration;
- Experience in maternal and child health capacity building is desired.
- Highly developed interpersonal and communication skills including influencing and negotiation and coaching;
- Experience with partner coordination, including government (especially the Ministry of Health), non-governmental partners and donor relations;
- Excellent analytical and creative abilities with strong results orientation; □ Fluency in English & Arabic, both verbal and written, required; □ Commitment to Save the Children values.

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

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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: SCI

Date: February 2021

Updated By: Project Manager

Date: March 2024