

## Job Description

# Health Program Coordinator – Santa Marta Medical Teams International

<b>Department:</b>	Field Operations		
<b>Reports to (position):</b>	Program Manager, Santa Marta	<b>Job Grade:</b>	11
<b>Location(s):</b>	Santa Marta, Colombia		
<b>Work Days &amp; Hours:</b>	Monday-Friday, 40-48 hours/week, occasional weekends and public holidays		
<b>Travel:</b>	Occasional domestic travel (Bogota, other departmental capitals)		
<b>If Manager of Staff, Positions Supervised:</b> <i>(directly &amp; indirectly)</i>	Health Systems Strengthening Coordinator, Community Systems Strengthening Coordinator	<b># Supervised:</b> <i>(directly &amp; indirectly)</i>	6

### **Medical Teams International Calling:**

*Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.*

## JOB SUMMARY

The Health Program Coordinator is responsible for providing leadership and coordination to Medical Teams health and medical activities in Santa Marta that provide preventative and primary health care to Venezuelan migrants and returned Colombians.

Reporting to the Program Manager, the position manages a team of project coordinators and supervisors in both the areas of health system strengthening and community health work. The position is also the primary coordination and networking point for technical health networks and working groups in Colombia, and represents Medical Teams with government and partner health actors (including the relevant departments of health).

The Health Program Manager is based in Santa Marta, with frequent travel to Barranquilla, Bogota, or other locations as required. While the role has a focus on Santa Marta, there may also be requirement to support the scale up of Medical Teams' program to new areas in Colombia.

Due to the external engagement component of this role, including coordination with Medical Teams health advisors globally, both *English* and *Spanish* language skills are required. Colombian nationals are strongly encouraged to apply.

## JOB RESPONSIBILITIES

### Program Coordination

- Coordinate the implementation of MTI's health projects in Santa Marta including health system strengthening and community system strengthening.

- Supervises implementation of the CHW program and all community health activities, including systems (recruitment, training, coaching, assessment, monitoring) of community health volunteers.
- Supervises implementation of the HSS program through management of service contracts with health facilities and developing and implementing capacity building plans for health facility staff.
- Oversee information management systems for managing client referrals, voucher and service distribution, vendor management (including reconciliation of contracts and invoices) and monitoring of target population (case management).
- With the Program Manager and Finance Officer, develop and manage annual operating budgets, and ensure effective budget monitoring, reporting, and financial management for health programs.
- Ensure strong planning to adapt to changes in the project context, including responding to emerging needs and vulnerabilities of migrant and other target populations.
- Ensures compliance with data management systems to ensure high quality reporting to GIFMM, Ministry of Health and other donors as required.
- Ensures high quality monthly internal program reporting, including budget management and expenditure tracking.
- Maintains emergency preparedness plan within the program and ensuring scale-up of activities in the event of disease outbreak or epidemic.
- Supports in the preparation of reports as requested.
- Ensures the Safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, and Child & Vulnerable Adult protection policies and sexual harassment policies.

#### **Program quality and technical expertise**

- Ensures that health programs utilize standardized protocols, policies and guidelines, as outlined by the Ministry of Health and WHO; ensure that project design and implementation meet quality standards of best practice.
- Develop and implement training packages for Community Health Workers and staff, with special care to ensure activities respond well to the context for migrants and respond to other vulnerabilities, such as lack of clean water and sanitation and gender based violence.
- Ensure the HSS and CHW components of the program are complementary and learn/adapt from each other.
- Develops and oversee quality assurance mechanisms within the health program, including health needs assessments and health facility assessments.

#### **People Management:**

- Provides supportive supervision to health program staff to ensure professional management of health projects, skill and performance development.
- Supports recruitment of new or replacement health staff in collaboration with the HR department.
- Supports the field teams in the implementation and monitoring of work plans; conduct regular performance reviews of all directly managed personnel.
- Develops/organizes training for national health staff.
- Models excellence in leadership and build effective teamwork and coordination among staff.
- Ensures the Safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, and Child & Vulnerable Adult protection, and Employee Code of Conduct policies.

#### **Project development:**

- Supports in the design, writing, and budgeting of new health proposals.
- Contribute to strategic decisions on forming new consortia and partnerships with other NGOs.

- Participates in donor meetings as needed, to advocate for MTI's health programs and defend health proposals.

### **Coordination, Representation and Advocacy:**

- Represents MTI to the local government, Ministry of Health, UN agencies, international donor agencies, NGOs, faith-based organizations, community leaders and other stakeholders and donors across the country, in collaboration with the Program Manager.
- Participates as an active member of the broader sector coordination mechanisms health working groups.
- Develops strategic partnerships with local organizations, wherever possible.
- Assists in organizing and leading donor and monitoring site visits to health program activities; travel with donors as necessary.
- Ensures accountability is integrated into country strategies, program design, monitoring and evaluations, recruitment, staff onboarding, trainings and performance management, partnership agreements, and highlighted in reporting;

## **EDUCATION, LICENSES, & CERTIFICATIONS**

### **EDUCATION, LICENSES, & CERTIFICATIONS**

#### **REQUIRED:**

Bachelor's Degree in a health-related field or a Master's Degree in Project Planning and Management, Health Service Management, Public Health or Public Administration is required

**PREFERRED:** Masters or other professional health degree such as MPH, or relevant experience managing public health projects.

## **EXPERIENCE**

### **EXPERIENCE**

#### **REQUIRED:**

- Minimum of four years professional experience in leading humanitarian health projects in a displacement or conflict crisis.
- Strong experience of managing community health interventions.
- Minimum two years' experience with an international NGO.
- Solid experience in staff management in a cross-cultural environment required.
- Experience in working with and coordinating with local authorities, the UN, donors, INGOs and coordinating mechanisms (e.g. GIFMM, HRT).

#### **PREFERRED:**

- Demonstrated experience in proposal development and program design.
- Demonstrated experience in grant management, with UNHCR, PRM, UNICEF preferred.
- Experience in capacity building and developing local staff teams.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Fluent/Strong in written and spoken English.

- Fluent in written and spoken Spanish.
- Strong understanding of Project Cycle Management.
- Detail oriented; strong organizational skills; ability to work independently in a multi-task, fast-paced environment.
- Flexible team player with the ability to work collaboratively with others.
- Good communication skills including written and oral; ability to successfully communicate cross-culturally with international partners and diverse constituencies.
- Excellent data management with experience in beneficiary/client management systems, as well as tools like Kobo and Microsoft office.
- Ability to support the design, roll out and maintain monitoring & evaluation tools and frameworks.
- Experience managing, mentoring, and developing capacity of national personnel.
- Demonstrated ability to work well as part of a multicultural and multi-disciplinary team.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

### ***PHYSICAL REQUIREMENTS & WORKING CONDITIONS***

#### ***TOOLS AND EQUIPMENT USED:***

- Requires frequent use of personal computer, including word processing, database programs; calculator, telephone, copy machine.

#### ***PHYSICAL DEMANDS:***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; climb stairs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands, and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### ***WORK ENVIRONMENT:***

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.
- Riding in a car for long distances on unpredictable or unknown terrain in various weather climates. This may include underdeveloped local roads or very busy/congested roadways.

**NOTE:** The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Motivación: