



Job Description Technical Advisor/Medical Coordinator

Position	Technical Advisor/Medical Coordinator
Duty Station	Nairobi 30%, Somalia 70%
Line of Command	<ul style="list-style-type: none"> # Directly reports to the Health and Nutrition Program Manager, # Directly manage and supervise the health staff in the field (doctors, nurses, nutritionist etc. based in Somalia, with specific focus to health staff engaged in GBV programs # Upon request from the Protection PM through the Health and Nutrition PM provide reports to the Protection PM
Line of collaboration /communication	<ul style="list-style-type: none"> Directly work and communicate with: # the Health and Nutrition Program Manager # the Protection PM if requested by the direct supervisor # the Country coordinator if needed # the health staff on the field # the Health Authorities (at MoH and District level) # the Donor/s on medical/technical and/or supplies related issues (at preparation, implementation, M&E phases of the projects) # relevant actors and stakeholders in Somalia's Health Sector
Job Summary	<ul style="list-style-type: none"> # Ensure planning, implementation and coordination of health and nutrition activities in Somalia # Support the planning, implementation and coordination of Protection activities in Somalia # Supervise the Case Management process related to survivors of grave abuses, with specific focus on all the medical follow ups # Mainstream health topics in other sectors # directly manage, coordinate and supervise CISP's health staff in the field (doctors, other medical staff) # Provide technical medical support to the protection program, # Develop technical proposals for international donors # Prepare high quality and timely reports for Donor/s and CISP # Lead assessments in selected geographic area and provide prioritized recommendations for program interventions # Suggest program responses and strategy, in coordination with Program Staff and external actors

	<p># Identify potential implementing partners in the field, assess their capacities for program interventions, identify needs for capacity building and provide substantial recommendations to the program manager</p> <p># Ensure analysis and accountability of data collected and timely dissemination to relevant health and nutrition partners</p> <p># Endure quality impact monitoring of health components in each sector</p> <p># ensure that health and nutrition policies and guidelines are known at health facility level and that the service delivery are in line with MoH requirements and cluster recommendations</p> <p># Is responsible for requests and management of medical supplies for the whole health and nutrition programme in Somalia</p> <p># Plan trainings, prepare TORs, select the facilitator following CISP and/or Donor procedures</p> <p># Monitor and supervise CISP Drug Management System.</p>
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Context

CISP is currently implementing health and nutrition projects in rural and urban areas of South Central Somalia. The health facilities supported by CISP through various funding agencies (USAID/OFDA, UNICEF, CHF and Global Fund) provide primary and secondary health and nutrition services including BEmOC, CEmOC, life-saving surgery, referral, nutritional screening and treatment. At community level, CISP is actively committed in supporting preparedness and response activities and in enhancing local capacities.

CISP is as well implementing health interventions in other sectors like protection and education under UNICEF, DIFID and CHF funds.

CISP has 4 operational offices in Mudug and Galgaduud and 1 in Banadir and works closely with the local health authorities, UN agencies, local communities, partners and other relevant stakeholders.

MAIN DUTIES & RESPONSABILITIES

Planning, implementation and coordination of health and nutrition activities in Somalia and collaboration / supervision with the health staff in the field

- Ensure planning and coordination of CISP's health and nutrition program in Somalia, including direct management and coordination of CISP's health staff in the field;
- Ensure planning and coordination of CISP's health activities in all sectors, including the supervision of health staff employed to support the protection, education and livelihood programmes;
- Together with the Health and nutrition Program Manager develop Quarterly Workplans, including supervision and M&E activities, trainings, meetings with partners, Clusters, Donors, quarterly technical review meetings (TB, HIV etc), trainings, and movements planning from/to and within Somalia for health staff. Regularly link with medical staff in the field ensuring that the planning is implemented and activities are carried out;
- Support the development of work plans and monitoring frameworks of health interventions under all sectors, especially protection sector;
- Provide regular feedback to the relevant Program Managers (Protection and Health-Nutrition) on the performance of the health staff employed under each sector;
- Coordinate and supervise the staff based in the supported health centres;

- Provide regular feedback on implementation of the projects and propose inputs and/or suitable readjustments if necessary;

Management of supplies (medical, nutritional and EPI), medical protocols and data collection forms

- Link with Donor/s at Nairobi and/or at Somalia level if needed to timely inform on CISP's planning for request of in-kind supplies;
- Monitor at program level the monthly/quarterly consumption of drugs, consumables, nutrition and EPI supplies and ensure orders are in line with consumption to avoid stock out. Link with WHO, UNICEF and/or other agencies if necessary to avoid delays in stock deliveries at MCHs and hospitals;
- Ensure medical supplies management system is in use at all health facilities supported by CISP and provide, directly or indirectly, technical support to health staff in order to correctly manage the supplies. Ensure that all the appropriate tools are available and staff are fully conversant with and trained in their use
- Prepare and/or validate the final lists of medical supplies and equipment to be foreseen in new projects and/or to be bought;
- Regularly assess suppliers and advice/update the program management staff
- Ensure medical, nutrition and EPI supplies are correctly stored and distributed;
- Ensure that all medical protocols and data collection forms (HMIS, CPIMS, and satisfaction survey form) are appropriate and available in all project sites and ensure the team is fully conversant with and trained in their use.

Management of Trainings and/or surveys

- Plan trainings, prepare TORs, select the facilitator following CISP and/or Donor procedures;
- Ensure timely and quality implementation and reporting of technical trainings;
- Ensure supervision, mentoring and on-job training for health staff

Collection, analysis and dissemination of data

- Liaise with staff in the field and ensure timely collection and transmission of data and reports to Nairobi office;
- Ensure validated weekly and monthly reports are timely disseminated to MoH, Clusters and other relevant partners in agreement with the requirements;
- Timely centralize monthly data at Nairobi level, analyze the reliability of data entered into CISP's databases, provide the Program Manager with validated data and provide feedback to the colleagues in the field;
- Contribute in the preparation of regular or ad-hoc documents (sheets, brochures, other) to disseminate at MoH, DHB or Cluster level.

Monitoring and Supervision

- Constantly monitor the health and humanitarian situation in Somalia and propose to the Program Manager appropriate actions/interventions;
- With the support of the Field core staff conduct monthly monitoring of the program against objectives outlined in the program plan (direct or indirect M&S);
- Ensure appropriate and/or standard M&S tools are available and used at field level and CISP/partner staff team is fully conversant with and trained in their use
- Organize and lead regular meetings with health staff in Somali, ensuring that operational information/instructions provided from Nairobi have been correctly understood and applied;
- Directly supervise CISP's health staffs and health facility staffs on regular basis during her/his missions in Somalia.

Reporting and updates, preparation of new proposals

- Provide monthly CISP Somalia monthly report including details and analysis on activities carried out during the month;
- Provide through the HN PM monthly written feedback to the relevant Program Managers engaged in health activities, sharing the most important results, challenges and providing suggestion or corrective measures if necessary. When possible, organize and/or attend monthly/quarterly review meeting in the field, providing the last update on the ongoing projects and perspectives;
- On weekly basis provide through the HN PM to the relevant Program Managers engaged in health activities with an update on the progress of relevant activities (per project) and refresh on the planned activities for the following week;
- On monthly basis attend the program review meeting at Nairobi level, proposing changes /adjustments/request of amendments if necessary;
- On quarterly basis, timely and accurately update the 4W matrix on Cluster/s request;
- Design and write accurate proposals and timely submit to the program manager for final revision and submission;
Provide technical support to relevant Program Managers engaged in health during the project designing process.

Management of Human resources

- Write the Job Descriptions of health staff in agreement with projects requirements, prepare adequate tools for the recruitment process, organize and lead the selection of health staff, evaluate the health staff under her/his line of command as per CISP's procedure;
- Line manage health staff in the field effectively, providing and/or ensuring provision of induction to new health staff;
- Provide tools and technical material (guidelines, protocols, etc.) to new health staff;
- Identify professional development needs of staff and work to facilitate same;
- Regularly provide direct or indirect mentoring and monitoring and supervise health staff performances. Propose corrective measures if necessary;
- Share strategic decisions with key health and nutrition staff in the field to ensure the implementation of the project is in line with CISP's National strategy for Somalia, and in line with Donor requirements.

Program Development

- Identify key donors, partners and/or other stakeholders in Somalia and share all the paramount information with the Program Manager & the Country Coordinator;
- Need assessments: ensure regular proper need assessments in the Areas of Operations are conducted, prepare and/or validate the tools to be used and ensure that health departments are fully conversant with them. Finalize reports drafted at field level;
- Regularly share with and update the program manager on important information obtained by taking part to relevant meetings, particularly at Nairobi level (information on surveys on going, revision of guidelines, treats, relevant events etc.). Advise the Project Manager and Country Coordinator if there are new or important elements to be taken into consideration in CISP's country strategy for Somalia.

Capitalization

- Regularly update Nairobi archive with health, nutrition and GVB material;

- Ensure that each CISP office in Somalia has its own archive and that supported health facilities are provided with relevant documents and guidelines.

Coordination of medical/technical issues and liaison with other partners and/or Donor/s

- Actively participate to relevant cluster and relevant WG meetings at Nairobi level. When in the field regularly attend relevant meetings. Provided written feedback (by email) to the Program Manager and identified staff in the field;
- Ensure regular contact and liaison with local health authorities, ensure MoUs are signed;
- Regularly liaise with the key staff in the field, health authorities, national and international NGOs and other stakeholders to ensure CISP's work is coordinated, complimentary and in line with the objectives of the program.

Additional

- Ensure mainstreaming of crosscutting issues including: targeting, HIV/AIDS, equality/gender, rights based approach throughout the program;
- Provide technical support to other program if requested;
- Undertake other related duties as may be assigned by Program Manager or CISP's Country Coordinator.

Minimum requirements

- Doctor with Master in Public Health, minimum 10 years' experience of which 5 years of experience in coordination of health and nutrition program at country level,
- Experience in medical response to gender based violence, including managing multi-sector programs for preventing and responding to GBV;
- Proved experience in designing and writing project proposals,
- Proved knowledge of the minimum standards of medical response to GBV;
- Proved knowledge of obstetrical and gynecological issues,
- Proved capacity to review patient in MCH, woman with medical and obstetric complications, women who are at high risk during the pregnancy,
- Excellent analytical and report writing skills,
- Attention to details, accuracy and timeliness in executing the daily work,
- Willingness to travel every month (length depending on the needs in the field) to remote and volatile areas of Somalia
- Very enthusiastic and able to work long hours to achieve the objectives of the programme
- Proactive and dynamic, able to take initiatives and provide inputs
- Effective communicator at all levels
- Ability to work in an international or multicultural environment
- Willing and capacity to provide for own accommodation in the field base
- Good IT skills (Windows, Office package and internet)
- Fluency in English (verbal and written). Fluency in Somali is an added value
- Previous experience of working in Somalia

How to apply

Interested person should send Cover Letter and C.V. indicating three referees to:
cisp@cisp-som.org,

SUBJECT OF THE MESSAGE: CISP Technical Advisor/Medical Coordinator
Deadline: 10th March 2014