

Vacancy Announcement for Medical Coordinator in Syria

Position title:	ITF Medical C Manager (ITF OM)
Duty Station:	Hasakah, Syria; frequent travel to Erbil, Iraq
Duration:	11 months. Anticipated start 1 September 2023, subject to award of funding
Opening date:	4 August 2023
Closing date:	18 August 2023

ITF Enhancing Human Security (ITF) is hiring for a **Medical Coordinator for its Syria programme**. The position is based in Northeast Syria (NES) with frequent travel to Erbil, Iraq.

ITF seeks to support the resilience of communities in NES by reducing risks to peace and security. Since 2019, ITF has been supporting protection and food security/livelihoods programmes in NES with the aim of increasing civilian population's security by protecting lives, civilian infrastructure and productive assets, and supporting livelihoods and income-generation.

The Medical Coordinator (MC) is responsible for providing medical and emergency support to clearance tasks in accordance with ITF Standard Operating Procedures (SOPs) and International Mine Action Standards. The MC delivers training, support and capacity building to locally recruited medics, ensuring that the highest possible quality emergency medical support is available in programme, and train all national and international staff in first aid. In addition, the MC maintains Health, Safety and Environment (HSE) standards in the operational area as well as in the office and accommodation facilities. The MC manages locally recruited medical staff and reports to ITF Programme Manager.

The main responsibilities include:

Training

- Conduct appropriate and up-to-date Medical Training (theory and practical) with programme medics to prepare them for accreditations as required by SOPs;
- Develop necessary lesson plans and training curricula as required for the programme, ensuring ITF and local partner NGO medical training standards is up-to-date and includes the latest best practice;
- Undertake internal QA of medical staff as appropriate to provide evidence of regular review and compliance with minimum standards;

- Conduct additional medical / first aid training of all ITF and local NGO partner staff (both national and international) as requested.
- Train national medics in procedures for correct storing and procurement of medical equipment as required for the trauma bags.

Procedures and SOPs:

- Ensure that the Casevac/Medevac plans for demining tasks are prepared, understood, maintained and regularly updated;
- Conduct QA assessments of medics and Casevac exercises;
- Ensure that medical drills and procedures are carried out as trained and as per SOPs;
- Support local NGO partner in developing their internal procedures and SOPs as per international best practice;
- Assess programme medical policies and procedures against compliance standards and up-to-date best practice;
- Visit and assess medical facilities in the programme areas of operation, meeting with medical staff and hospital administrators to ensure MoU's are in place and programme is advised on areas of concern and the general suitability of facilities for ITF and local NGO partner staff.

Equipment and Supplies

- Maintenance and care of the HMA teams medical equipment, medicine and supplies;
- Train a designated Senior Medic in the maintenance and care of the medical equipment, medicine and supplies;
- Review and QA equipment, ensuring that appropriate standards are met and appropriate equipment is available;
- Provide advice and support to the planning, purchase and maintenance of appropriate medical equipment;
- Report to the Programme Manager any deficiencies and medical logistical requirements in a timely manner.

Health and Safety:

- Advise programme management teams of any health and safety issues applicable for the region;
- Update and disseminate medical forms and medical information regarding infectious and other diseases and vaccination information;
- Provide advice and support to programme staff on medical issues regarding international and national staff;

- Any other duties as required by the Programme Manager ensuring high level of hygiene, welfare of the staff and sustaining high performance of all staff for the duration of the project.

This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All ITF staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises

Experience, Skills and Qualifications:

- Minimum 10 years' experience in the HMA medical sector with 5 years' experience as a Medical Coordinator;
- Significant experience of pre-hospitalization treatment of accident victims and of providing first-aid in remote locations;
- Qualified Medical Doctor or Senior Paramedic with Advanced Trauma Life Support training and qualification;
- Experience of working in a developing country and an understanding of the constraints this imposes;
- Experience of managing and providing training and capacity building to a team of national medical staff and/or national NGO partners;
- Experience in healthcare and hygiene planning;
- Experience in report writing;
- Excellent organisational skills with the ability to coordinate and prioritise activities;
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel/Power Point)
- The ability to communicate with clarity and credibility on paper and face-to-face
- Verbal and written English language skills, Arabic or Kurdish are advantage,
- Innovative and proactive with a problem-solving approach where systems can be improved;
- Determined and committed to the highest quality standards;
- Ability to establish and maintain effective working relationships at all levels internally and externally;
- Ability to meet deadlines and work calmly under pressure;
- Ability to handle and prioritise a heavy workload;
- Ability to represent and promote ITF;
- Interest in and commitment to ITF's humanitarian and capacity building mandate;
- Self-motivated, flexible and enthusiastic approach to work.
- Excellent communication and interpersonal skills.

We Offer:

- An 11-month contract (extension contingent on funding and performance);
- A competitive salary;
- Up to 6 weeks of paid annual leave (pro rata);
- Three paid flights during contract duration;
- Accommodation provided;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programing;
- Insurance as per industry standards.

Application Process:

All interested candidates are requested to submit their CVs (no more than four pages) and Cover Letter (no more than one page) with two references to info@itf.si and katarina.cvikel-balic@itf.si prior to the closing date on 18 August 2023. Please state “Application: Medical Coordinator Syria” in the email subject line.

The start date for this position is anticipated on or around 1 September 2023, and is contingent upon the official award of funding.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.