

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: Health Program Manager	
REPORTS TO: Deputy Head of Office - Programs	LOCATION
GRADE: 3	CONTRACT LENGTH
CHILD SAFEGUARDING: Level 3	
<p>ROLE PURPOSE: The Health Program Manager will be deployed as a field level health program manager for the program operations of mobile health clinics and other health projects. The Health Program Manager will be expected to lead on multi-sectoral / health assessments, project planning, coordination, and support fundraising, recruitment and procurement, at the field level. The post holder will be expected to mentor and/or capacity building existing country health staff. The post holder will be responsible for the day-to-day operations of the health program, ensuing compliance with the award regulations and monitoring of health projects.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Lead multi-sectoral / health assessments in coordination with other SC thematic areas and/or other external health agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of children's needs. • With support from the Health Adviser develop project plans and budgets, contributing towards an overall health programme plan and master budget. • With support from the Health Adviser support fundraising for health, including contributing to the development of high quality concept notes and proposals. • Prepare and oversee project implementation to ensure timely delivery of project activities (for example, monitoring against log frames, individual performance management work plans). • With support from the Health Adviser and/or other senior health staff, prepare timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements. • With support from the Health Adviser and/or other senior health staff, with the HR team, identify technical staffing needs for emergency programmes, and support rapid recruitment, induction and training of new staff. • With support from the Health Adviser and/or other senior health staff, identify programme supplies needs and coordinate with the logistics team to put in place a sensible phased procurement plan, and support the logistics team on storage, transport and stock management of medicines. • With support from the Monitoring & Evaluation team put in place an M & E plan for your project, ensuring this links to reporting requirements, and capacity build health field staff in carrying out the work. • Support MEAL in putting accountability mechanisms in place for Health components of projects, ensuring that feedback is responded to in a timely manner, and that feedback from children and their families is considered in project design. • To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct. • To ensure integration (where appropriate) with other sectors, especially looking to strengthen the links between health programmes and nutrition, WASH, Protection and shelter. To encourage teams to have an integrated approach to emergency responses. <p><i>Capacity Building:</i></p> <ul style="list-style-type: none"> • Identify learning and training opportunities for health staff and work as a mentor and role model for less experienced staff. • Run and support ongoing training and induction courses for health staff as required <p><i>Representation & Advocacy & Organisational Learning:</i></p> <ul style="list-style-type: none"> • Ensure that Save the Children's work is coordinated with efforts of other agencies and local authorities, and support representation at the cluster at national and / or sub-national levels, advocating for the 	

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

specific needs of children. This may involve supporting coordination working groups.

- With support from the Health Adviser assist in advocacy activities that target decision-makers in-country.
- Contribute to communications and media work as required.

General:

- Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

QUALIFICATIONS AND EXPERIENCE

Essential

- Significant experience of working overseas in humanitarian programmes, in particular primary health care
- Health professional with postgraduate qualification in public health or equivalent field experience
- Previous experience of managing a team and starting mobile health units
- Previous experience of project management
- Experience of and commitment to working through systems of community participation and accountability
- Knowledge of monitoring and evaluation
- Experience of training and capacity building staff
- Some experience of representation and ability to represent SC effectively in external forums.
- Knowledge of institutional donors and experience of developing proposals, particularly with OFDA, ECHO and DFID
- Ability to write clear and well-argued assessment and project reports
- Excellent communication skills especially with external stakeholders such as local authorities.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- A high level of written and spoken English
- The capacity and willingness to be extremely flexible and accommodating in difficult and insecure working circumstances.
- Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support

Desirable

- Language skills in Arabic
- Experience in nutrition programmes
- An area of particular expertise within humanitarian health
- Experience or knowledge of working and living in relevant regions/context

Date of issue

Author: