



## JOB PROFILE

### A Health Activity manager

### International Operations Department – Middle-East / Syria, South-Damascus

Date updated: January 2026

### MAIN RESPONSIBILITIES

Under the supervision of the medical coordinator the health activity manager is responsible of implementing the health strategy of MdM in South Syria including supervision, organization and monitoring of the health activities, promoting the quality practices of activities and supervising teams (MDM or partners).

### WORKING RELATIONSHIPS

- **Hierarchical link:** Medical Coordinator
- **Functional link (if any):** N/A
- **Other:** S/he works in close collaboration with the health team in Syria, including Aleppo when needed, the logistic and admin/HR department.

### ROLES / TASKS

#### 1. Medical

- Organizing and supervising health activities in South Syria.
- Ensuring proper management of the resources required for activities (logistics, finance, HR)
- Collaborating with staff from MOH supported facility and Medco to ensure services are delivered to the target population.
- Providing technical support to MdM staff and/or partners.
- Monitoring the quality of practices, the application of protocols and procedures, developing and implementing corrective actions.
- Monitoring the health situation in the intervention area, assessing needs and propose responses according to the evolution of the context.
- Identifying training needs, organizing training activities for MdM staff and/or partners and monitoring the improvement of practices.
- Assessing needs of material, equipment and consumables for MdM activities (including allocations to partners) and coordinate with the other departments according to procedures.
- Implementing and supervising data collection, compiling and analyzing data.
- Participating in the assessment, planning, implementation, monitoring and evaluation of MdM project, including the adaptation of the strategy to the evolution of the context.
- Contributing to needs assessments in identified locations as required and launching of activities, evaluation missions, impact studies, capitalization studies, etc.
- Participating in defining activities and in resource planning.

#### 2. Management

- Supervising and leading the health team (information, setting objectives, monitoring activities, skills management)
- Planning and monitoring activities and implementing corrective action where necessary
- Advising and supporting measures to be taken in the event of difficulties, malfunctions and/or incidents
- Leading the elaboration, compilation, implementation and review of effective data collection and development of MEAL report in coordination with MEAL team.

### 3. Representation and Communication

- Representing MdM with local authorities and implementing partners
- Liaise with INGOs heads of Program Departments in-country and actively participate in interagency coordination meetings
- Provide strong oversight to MdM local partner activities, including compliance with authorities and build their capacity to ensure full understanding of the MdM's mandate
- Participate to the monthly Mission's Situation Report and to all other reports according to needs also by providing relevant data

*This list of activities is not exhaustive and may change depending on the situation.*

## REQUIRED PROFILE

### Training & Experience

- Qualification: Bachelor's degree or equivalent in medical or paramedical field
- Experience: Previous humanitarian and particularly in NGO setup in Syria context is highly recommended
- Experience in community engagement on GBV and or Mental Health is highly desirable
- Ability to conduct training sessions
- Previous experience coordinating with authorities and other stakeholders within the health sector is highly desired
- Female candidates are highly encouraged to apply

### Skills

- **Technical**
  - Knowledge and understanding of the public health system in Syria, of national protocols and standards in the relevant field of activity (Primary Health Care Community Awareness and Health-Seeking Behavior).
  - Ability to collect, clean and critically analyze data and information and writing reports according to the needs
  - Adapt schedules according to priorities and unforeseen events
  - Design, formalise and adapt procedures / protocols / operating modes/ recommendations relating to the area of competence
  - Identify and analyse training and recruitment needs
- **Soft**
  - Diplomacy, negotiation, and networking skills
  - Ability to work under a minimum of supervision
  - Reactivity, anticipation, adaptability, capacity to take initiatives
  - Ability to classify and to manage priorities, plan and organise
  - Team spirit
  - Adheres to MdM values
  - Act with impartiality respecting all the beneficiaries and report any allegation of misconduct toward staff, patients or community
  - Ability to cope with difficult security context.
- **IT**
  - Excellent Microsoft Office skills (Office 365 Tools)
  - Internet
- **Languages**
  - Fluency in Arabic is mandatory
  - Fluency in English is mandatory

## CONDITIONS OF EMPLOYMENT:

- Type of contract: Service contract
- Duration: 6 months
- Starting date: March 1<sup>st</sup> 2026
- Rhythm: full-time
- Location: position based in Damascus, with regular travels on the field
- Related occupation: category 7, ~ 2 035 USD

### **Application:**

Send a CV and Cover Letter by email to: [recruitment.syria@medecinsdumonde.net](mailto:recruitment.syria@medecinsdumonde.net).

Object of the Mail: SYR/HR/HAM

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.