

Job Vacancy Announcement (Internally and Externally)

HEALTH PROMOTER COMMUNITY ENGAGEMENT SUPERVISOR

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Job Family	Medical
Place of Work	South Syria
Level	7
Contract of Employment	Service Agreement for 2 months (Renewable), Full time position

Main Purpose:

The Rural Damascus Project is implementing Primary Health Care Center (PHCC) services for the target population in close collaboration and co-management with Ministry of Health (MoH) staff. With the support and guidance of the HPCE Manager, the HPCE Supervisor will be responsible for implementing the HPCE strategy / workplan, with community participation, and supervising the HPCE activities and HP teams working in the communities or the health facilities, according to the project objectives, MSF values, standards and procedures.

Accountabilities:

HPCE strategy, activities and monitoring:

- Actively contribute to the design/adaptation of the HPCE strategy / workplan.
- Lead and follow up on the implementation of the HPCE strategy / workplan, according to the chronogram.
- Support participatory approaches and regular patient/community consultations before and during implementation of the HPCE strategy.
- Organizing health awareness sessions for **MSF's** medical and non-medical staff
- Support in the design of health education materials and participatory methods, applying the right process (pretesting, validation of content, translation).
- Contribute to rapid assessments and surveys.
- Actively support in the systematic collection, encoding and reporting of community feedback and rumours.
- Support the implementation of community-based surveillance (data collection, active case finding, tracing, linkage to care.
- Responsible for the planning and organization of community meetings (in collaboration with HPCE Manager).
- Contribute to the community mapping.
- Monitoring: Ensure the availability of the data collection tools; the data encoding in the data base and the quality check.
- Monitoring: Contribute to the analysis of the monitoring data and look for adjustment (in collaboration with HPCE manager), monthly reporting (MMR, sitrep,...).

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Team management:

- Contribute to evaluation of the HP team (with the HPCE manager).
- Contribute to the development plan for the HP team.
- Training: Contribute to the needs assessment, design and implementation of training for the HP team, in collaboration with the HPCE manager.
- Organize regular and systematic supervision of the HP activities and provide on the job-coaching.
- Ensure the planning and practical organisation of the activities for the HP team (HP roster).
- Ensure the organisation of regular HP team meetings.

Context Specific Accountabilities:**Supervision and training**

- Provide formal and on the job training and supervision relevant to the task priorities specified in the Community Health Educator Job profile.
- Supply Community Health Educator with the required working materials and resources.
- Plan, develop and maintain teaching aid and educational materials.
- Assess and evaluate training needs and plan refresher courses or additional training as necessary.
- Regular evaluate Outreach Worker activities using defined indicators and provide constructive feedback

Communication and Coordination

- Maintain effective communication and coordination with other NGOs and health programs active in Dara.
- Work closely with the HPCE Manager to ensure alignment of strategies and goals.
- Collaborate with the outreach, PHCC and SRH teams to establish and track performance indicators, ensuring a feedback system for continuous improvement.
- Facilitate and support communication with community leaders in Daraa and outreach locations, ensuring that they are well-informed and engaged.
- Oversee the practical follow-up of activities, and contribute to updates when needed. In coordination with the HPCE manager, assess community interest and feedback regarding HPCE activities.
- Conduct regular community assessments, monitoring changes in dynamics, population movements, and emerging needs.

Community engagement

- Lead and ensure adequate community engagement and mobilization efforts in response to HPCE needs.
- Foster a community participatory approach, actively engaging with the Daraa community and ensuring that community feedback is systematically collected, recorded, and acted upon.
- Organize consultations with community members, including regular interactions with schools and women group's, to address concerns and strengthen community relationships.
- Actively promote MSF's contributions to the health services in Daraa, enhancing the community's acceptance and trust in MSF's activities.

Reporting

- Ensure regular data collection to monitor health barriers and adjust operations accordingly.
- Compile and Submit (weekly) reports on HPCE activities from the Community Health Educators.
- Provide detailed monthly reports on HPCE activities for MMR submission.

Requirements

Education	<ul style="list-style-type: none"> • Desirable: bachelor diploma in social sciences, social work, behavioral sciences, public health, community health, nursing. Essential: secondary school diploma.
Experience	Essential: At least 2 years' experience in: <ul style="list-style-type: none"> • health promotion • team management experience • program implementation experience qualitative methodology is highly desirable.
Language	<ul style="list-style-type: none"> • Arabic and English languages are essential.
Knowledge	<ul style="list-style-type: none"> • Essential computer literacy (word, excel)
Competencies	<ul style="list-style-type: none"> • Results and Quality Orientation

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	<ul style="list-style-type: none"> • Team management skills • Training skills • Organizational skills • Stress Management • Negotiation skills at community level • Autonomous and initiative taking • Strong IT skills (excel, word) • Reporting skills • Skills in participatory approaches • Strategic / analytical skills are desirable
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How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/9HhtMaXgp9>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **18 October 2025 (Saturday) at 23:59**

Published on **12 October 2025.**

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