

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/2020/16
Internal/ External Circulation**

Position Title: Senior Public Health Assistant	Position Level: G5	Date Issued: 26/03/2020
Positions No.: 10019287	Report To: Assistant Protection Officer	Closing Date: 09/04/2020
Section/ Unit: Field Unit Damascus	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Operational Context:

The area of responsibility (AOR) of Field Unit Damascus (FUD) includes the two governorates of Damascus (urban context) and Rural Damascus (rural context). Within its AOR there are 10,815 refugees and A/S, 36,101 refugee returnees (source Return Unit Nov. 19) and 1,773,582 IDPs (source population task force July 19). Therefore, the resulting context includes a mixed operation with different socioeconomic dynamic at play and very different needs requirements (within the AOR there are areas that scale from 2 to 5 according to the HNO).

UNHCR will disengage from the clinics and will shift to support health points within the community centers with an eye to ensure sensitization on community public health prevention.

The senior Public health assistant is tasked to support the disengagement process from the clinic and to monitor and follow up the upscaling of the public health points. The senior Public health assistant will also be the focal point for Health ORVs as well as the reviewer of medical exemption requests. Provide necessary coaching and support to activities and/or programs related to older persons.

The senior Public health assistant will also support FUD, in close cooperation with the Public health Officer at Country Office, in designing and monitoring any action deemed necessary in prevention of Sars-CoV-2 prevention response in FUD AOR. In such context the senior Public health assistant requires possessing a well-rounded and experienced profile.

Background and or studies in Nursing, pharmaceutical studies or medical studies is an asset.

Duties and Responsibilities:

- Conduct health counselling in UNHCR premises, document health assistances provided on RAIS.
- Assist in leading the team of health volunteers: draft plan for their monthly activities, follow up on the implementation, ensure reports are received, participate in the periodical team meetings, follow up on the capacity building for the team.
- Follow up on the case management of refugees with health problems, especially vulnerable refugees in need for home medical care.

- Assist the supervisor in collecting and compiling the reports for the ECC, and in the verification of hospital bills.
- Conduct field visits to the health facilities.
- Collect the visit reports of the health outreach to health facilities, analyse, and provide with the feedback.
- Participate in conducting focus group discussions, surveys and studies aiming at evaluating health programs and services.
- Provide technical support to field offices and partners in the area of in kind assistance with assistive devices, collect feedback and observations and prepare reports accordingly.
- In coordination with Community-Based Protection Unit support programme for disability including follow up on the implementation, document progress and participation in the evaluation of the programme.
- Regularly participate in the coordination meetings of the health sub working group on disabilities.
- Participate in the capacity building activities as required.
- Make recommendations to field offices and partners regarding the implementation of the SOP on medical assistive devices.
- Document health assistances on RAIS.
- Issue referrals to secondary health care services as per the Public Health SOP.
- Perform other related duties as required.

Qualification Required

Education:

- Education: High school diploma plus Advanced Training/Certificate in Public Health, Nursing or any related field.

Functional Skills:

- Computer Literacy
- Community Health - Health Data Collection/Analysis/Interpretation
- Refugee protection Principles and Framework
- Assessment of quality standards of health facilities
- Health Information Systems (HIS)

Experience:

- Five years relevant experience with High school diploma.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Health data collection e.g. patient information management systems, health information systems and related technology.

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2020/16, Senior Public Health Assistant, FU Damascus**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:

<http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

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