

Job Vacancy Announcement
(Internally and Externally)

Health Promoter Community Engagement Supervisor (Female) – MSF – Albukamal

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 and Paramedical / Operations
Place of Work	Albukamal, Deirezzor, Syria
Level	7
Contract of Employment	Service Agreement for 3 months, Renewable

Objectives of the position:

- With the support and guidance of the HPCE Manager, 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 pro-cedures.
- 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,...).
- 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.
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***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

MSF Section/Context Specific Accountabilities

Health Promotion Activities

- Contribute to and implement the Health Promotion strategy with support from the Health Promotion Manager and NAM / MTL in Al-Bukamal (BKL).
- Develop health education messages and materials (e.g., narratives, IEC materials) for clinics and communities to promote MSF services and address topics like hygiene, sexual and reproductive health (SRH) and Family Planning (FP).
- Identify key actors in the community and create a plan to actively engage them, with guidance from the Health Promotion Manager.
- Find creative solutions to reach hard-to-reach populations and take a hands-on approach to initiate activities.
- Actively conduct health education sessions, especially during the initial phase, while HPCE activities are being developed.

Monitoring and Evaluation

- Set daily and weekly targets for HPCE activities (e.g., locations, sessions, topics, target groups).
- Monitor HPCE activities to ensure objectives are met, messages are accurate, and IEC materials are used appropriately.
- Collaborate with the medical team to improve activities based on program needs.
- Prepare monthly activity reviews for the Monthly Medical Review (MMR) and provide feedback to the Medical Team Leader and Project Management.

Supervision and Training

- Assist in setting up a team of Community Health Workers (CHWs) and Health Promotion Officers (HPOs), including training, supervision, and organizing daily activities.
- Supervise CHWs and HPOs, including scheduling, planning activities, and providing feedback.
- Conduct regular assessments of staff knowledge and capabilities related to HP activities and the medical program and ensure systematic training and capacity building for CHWs and HPOs.

Reporting and Data Management

- Ensure accurate reporting by the Health Promotion team and provide training if needed.
- Analyse collected data and take action based on findings.
- Collect reports and data sheets from HPOs and work with the MSF data encoder to ensure data is recorded in DHIS.

Community Engagement and Collaboration

- Collaborate with the different departments and ensure strong links between the community and MSF teams.
- Map and collaborate with other community actors.
- Participate in explo's and assessments to understand barriers, health-seeking behaviours, and identify community needs.
- Ensure proper outbreak and community health surveillance, with accurate reporting to the Manager.
- Establish and maintain a community feedback system to ensure two-way communication between MSF and the community. Analyse feedback, identify gaps, and report findings to both MSF Project Management and the community.

Other Responsibilities

- Maintain confidentiality regarding all observed and registered information.
- Perform any other tasks assigned by the line manager.

Requirements

Education	Nursing, midwifery, public health, community health, social sciences, social work, behavioral sciences, teaching,
Experience	Essential: at least 1 year in experience in Health Promotion. Desirable: team management experience; program implementation.
Language	Arabic & English (essential)
Knowledge	Basic competencies in word and excel are essential.
	Team management skills Training skills Stress Management Negotiation skills at community level Autonomous and initiative taking

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	Reporting skills Skills in participatory approaches Strategic / analytical skills are desirable
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This position is intended for FEMALE candidates only. Preference for candidates from Albukamal or Deirer Zour.

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/57UZ4Ch5dR>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 30/10/2025

Deadline of Application: **5/11/2025 5:00 pm**

Published on 30/10/2025

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