



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (Health Systems Strengthening)** according to the Terms of Reference below. Interested applicants are invited to apply by **30.04.2019** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-38/2019/S - BD1	Position Title:	National Programme Officer (Health Systems Strengthening)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	NO-C/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 3 Months with possibility of extension)
Division/Unit:	Migration Health		

General Functions:

Under the Supervision of the Program Coordinator, the National Programme Officer will ensure that IOM health program Strengthens the national Health Systems capacity to deliver essential health care services. She/he will work closely with the government counterpart to provide strategic technical assistance in the establishment of; effective leadership and governance, pharmaceutical supply chain management, data driven health system, effective health resource allocation and management practices, adequate management capacity for health workforce and provision of quality health care services.

The incumbent will be assigned to inter alia, the following tasks:

Technical Assistance -50%

- Support the implementation of program activities in the areas of health systems strengthening and quality improvement
- Under the leadership of the Program Coordinator, ensure that at all supported health facilities and Upazillas achieve the targets set for Health System Strengthening and Quality improvement
- Coordinate health needs assessments, site strengthening, follow-up and joint supportive supervision, including collaboration with relevant government departments to develop supportive supervision tools.
- Contribute to the development of training modules for quality improvement systems that identify clinical and management training needs and assist in the design and implementation of measures to address those needs
- Work with the broader health sector to define transition strategies from emergency to long term health systems assistance. Develop and test approaches for quality and performance improvement according to the local context as needed
- At facility level, increase adherence and compliance to national and international treatment protocols to improve quality of services.
- Contributes to strengthening the referral system at all levels of health system
- In collaboration with program staff and the M&E Specialist, ensure that necessary quality improvement planning, budgeting and management activities occur to facilitate smooth and efficient program functioning
- Monitor and track improvements and progress toward quality goals

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- Reinforce the project review mechanism, including sharing lessons learned and best practices adopted, to continually bridge performance gaps

Project Management-30%

- Work with field teams and logistics to procure program supplies within program budgets, including through the creation of procurement plans as assigned.
- Oversee existing programs, to monitor effectiveness, appropriateness and cost effectiveness.
- Lead development of essential standardized toolkits (such as referral protocols, communication procedures, best practice guideline, etc.).
- Regularly update Program Coordinator and DCoM on project progress
- Conduct regular visits to the field to ensure proper implementation of activities, determine programmatic gaps, etc.
- Participate in grant kick-off and review meetings

Proposal Development and Award Management -10%

- Conduct assessments and contribute to production of proposals for new projects
- Compile program budgets based on project activities in coordination with RMU
- Ensure project compliance with donor policies and regulations and complementary with other agencies' efforts

Representation-10%

- In consultation with Program Coordinator attend relevant coordination meetings
- Represent IOM at task force meetings, assessment missions, camp coordination meetings, UN coordination meetings, INGO coordination meetings as appropriate
- Ensure maximum visibility of IOM
- Contribute to the creation of a positive image and overall credibility of IOM, notably through the application of the organizations Code of Conduct, ethics, values and stand-point with regard to internal and external actors
- Liaise closely with local authorities, donor and partner agencies
- Coordinate donor and stakeholder visits to field sites as needed

Prevention of Sexual Exploitation and Abuse

- Actively promote Prevention of Sexual Exploitation and Abuse (PSEA) standards within IOM and amongst beneficiaries served

Disclaimer:

This list of duties and responsibilities is not exhaustive and doesn't describe all functions required of this job. Other duties may be assigned by the Program Coordinator, DCoM appropriately based on needs and capacity.

Education, Experience and Skills:

- Completed Master's degree or higher in Public Health from an accredited academic institution.
- At least 5 years of relevant experience, including significant background with Health Sector Coordination, Health System Strengthening in resource constrained settings, project management, budget development, research, report writing, liaison with governments and international agencies
- Experience in evaluating health programmes and protocols
- Operational and field experience in health-related issues of migrated and/or displaced persons, programme development, migration health, including conceptualisation, analysis and implementation of programme; International public health and resource mobilization;
- Knowledge of structures and function of national and international health agencies, donors and organizations
- Previous experience in international organization is an advantage.
- Skill in strengthening service delivery programs, training, performance and quality improvement and monitoring and evaluation
- The ability to liaise with senior MOH officials and dignitaries, executives of NGOs, FBOs, CBOs, the for-profit business community, and senior members of the donor community;
- Demonstrated in-depth understanding of Bangladesh healthcare system, particularly the public health system,
- Strong oral and written communication and presentations skills in English
- Familiarity with World Bank administrative, management and reporting procedures and systems; experience with contracts preferred

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- Ability to coach, mentor and develop technical capacity in national programs and technical staff in QI
- Ability to travel up to 50% time

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-38/2019/S-BD1; National Programme Officer \(Health Systems Strengthening\)](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.