



Terms of Reference

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| Position: | Health Coordinator |
| Location: | Tehran, Iran (with Travel to the field where RI operates when required by Supervisor) |
| Duration: | 1 year (3 months probation) |
| Reports to: | Health Advisor |

About RI: Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

RI in Iran Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response

Position Summary: The RI Health Coordinator (HC) will be based in Tehran, with frequent travels to the operational areas, supervising health activities being implemented across RI locations in Iran aimed at supporting Iranians and Afghan refugees and migrants. S/he will report to the Health Advisor and will work closely with Health Officers. S/he will be required to work constructively with colleagues across the field and country teams.

The Health Coordinator will be responsible for coordinating with partners, communities, BAFIA, Ministry of Health and Health Education, line ministries, field teams and other relevant actors to ensure that project objectives and indicator targets are on track. The Health Coordinator will be expected to monitor project activities, conduct assessments, screening, campaigns, data analysis and proactively participate in community outreach. The HC will provide capacity building and technical support during implementation and for Proposal writings. He/She will ensure project objectives are delivered by partners within stipulated timelines & partnership agreements. The HC is expected to be fluent in English and Farsi.

Essential Job Functions

Program and Team Management (40%)

- Under the supervision of the Health Advisor, provide technical and programmatic leadership to all health aspects of projects, ensuring the application of internationally recognized best practices to achieve project results.
- Supervise a team of Health Officers to provide tailored support to Islamic Republic of Iran health actors at the field level, including recruitment, mentoring/coaching, and performance management.
- Provide strategic guidance for the review of project approaches, ensuring a focus on vulnerable populations, conflict sensitivity and adaptability to changing conditions in the operating environment.
- Co-lead overall work planning in coordination with the Health Advisor and Project leadership, identifying aspects of health systems strengthening work requiring special attention or turnaround, and ensuring the effective allocation of resources to specific tasks.
- Ensure that health projects and activities are coherent with RI's sector-specific strategy, international standards and donor contractual obligations.
- Represent RI at Health-sector working groups, coordination meetings as well as other stakeholder meetings, and maintain a positive, continuous and visible presence for RI
- Develop and maintain strategic relationships with local partners, local authorities and vendors
- Work constructively with support teams to ensure sound administrative practices with regards to record keeping, compliance with donor regulations, communications, etc
- Frequent travel to other cities to attend project sites and provide support to team as needed
- Monitor the health context in Iran and share alerts on any changes in health status or data. Promote the production (publication) of research documents relating to the mission where appropriate.
- Support in the development of awareness building materials for sensitizing the target community on preventive health promotion and hygiene kit distribution, building knowledge and resilience with respect to health challenges.
- Facilitate technical capacity building amongst partners, NGO and other key stakeholders, including community health volunteer training.

Program Development (15%)

- Identify opportunities for collaboration with the government, other stakeholders, develop sectorial partnerships and identify donor opportunities aligning with the strategy.
- With support from the Health Advisor, support development of high quality concept notes and proposals
- Manage the identification and use of external consultant and technical experts to support specialized components of project delivery.
- Assist in preparing and managing the donor visits.

Monitoring and Evaluation (15%)

- Contribute to overall project knowledge management and M&E functions by working closely with the project's Monitoring, Evaluation and Learning team, and ensuring the effective use of project data in decision-making.
- Support MEAL in putting accountability mechanisms in place for Health components of projects, ensuring that feedback is responded to in a timely manner, and that feedback from clients and their families is considered in project design.
- Ensure robust monitoring systems are in place for the health activities (including KAP survey), health monitoring tools and practices are harmonized across the locations, data are collected in a timely manner and technical reviews are undertaken periodically.
- Assist with the design and implementation of a strong reporting system to monitor and evaluate the objectives, indicators and outcomes of the programs.

External Coordination and Communication (20%)

- Coordinate communication with partners, authorities and local stakeholders involved in implementing health-related programs. Ensure the active participation of RI in national sectorial working groups and forums, and develop sectorial partnerships aligning with the health strategy.
- Establish referral pathways with agencies, BAFIA and partners, in consultation with the Health Advisor.

Other (10%)

- Maintains flexibility to take on added responsibilities as and when needed.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.

KNOWLEDGE AND EXPERIENCE:

- University graduate in Health; Public Health, Health in a humanitarian context; qualified medical doctor a plus
- At least 5 years work experience with health projects/programs or medical practice in Iran or overseas
- Demonstrable understanding of Sphere minimum standards for health programming in an emergency context
- Previous experience of working within project management framework; delivering against project outputs and targets
- Previous experience of working in a team
- Demonstrable ability to learn quickly, and lead a program to achieve stated results and objectives;
- Ability to effectively represent Relief International and its interests to key stakeholders;
- Willingness and ability to travel throughout the Islamic Republic of Iran
- Fluency in both Farsi and English writing and speaking is essential.
- Previous experience of working in a humanitarian organization desirable
- Microsoft Word, Excel, Outlook skills essential; Access desirable.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to apply.

If you are interested in this job, please email your cover letter and CV in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 28 June 2021. Due to limited resources, only short-listed candidates will be contacted.**

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.

Employee's signature

Date:

Supervisor's signature

Date: