



Position:	Health officer- Country Office (2 vacancies)
Location:	Iran- Country Office (with 45% travel to areas within Iran where RI operates when required by supervisor)
Duration:	One year with possible extension (3 months probation)
Reports to:	Health Advisor
About RI:	<p>Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure the well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>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.</p>
RI in Iran:	<p>Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
Position Summary:	<p>The Health Officer (HO)-Country Officer(C.O) supports the Health Advisor in the design and implementation of health projects aimed at supporting the vulnerable Afghan and Iranian communities. The HO will support Monitoring, Evaluation, Accountability and Learning (MEAL) in putting accountability mechanisms in place for Health components of projects. He/She will be responsible for working with RI field teams to ensure the successful monitoring of the health programs, in compliance with donors’ rules and regulations, international standards and Relief International’s strategy. S/he will also coordinate with the national partners at the country level to make sure that programs’ objectives, outcome and indicators delivered are on track The HO will be expected to undertake monitoring missions when required. The HO is expected to be fluent in English and Farsi.</p>

Position Responsibilities and Duties:

Programme coordination (50%)

- Support the Health sector in the successful implementation of RI Iran's health program activities in the country office, especially the Health facilities, to ensure program deliverables comply with donors' rules and regulations, international standards and Relief International's strategy.
- Ensure quality implementation of health activities i.e. recruitment and supervision of community health volunteers (CHVs), health campaign, community awareness on core public health messages, referral of medical cases, rehabilitation/construction of health centre, WASH activities, etc.
- Act as the focal point for the Ministry of Health and Medical Education (MoHME) and the Bureau for Aliens and Foreign Immigrants Affairs (BAFIA) and other partner government agencies for the country office, ensuring all project activities are in line with the Government strategy and that the necessary permissions and approvals are in place.
- Support RI health sector and partners to organize and develop monthly work plans, monitor activities and their contribution to achieving program deliverables at field level
- Organize and maintain a document management system (DMS) to receive, track, manage and store all relevant data/documents, incorporating the latest developments and activities through regular meeting with the team (via Skype or in-person)
- Provide support at every stage of the program management cycle, including at the program development stage, implementation and for MEAL/reporting purposes, etc.
- Take part in program development and future proposals for health programs, by collecting data and contributions from the field teams.
- Participate in the writing of interim and final report related to the health activities
- Work closely with the procurement team for the purchase of medical items and their distribution, in coordination with the field offices.
- Support the development of health project tools and materials, as per need.

Monitoring and Evaluation: (35%)

- Support MEAL in putting accountability mechanisms in place for Health components of projects, ensuring that feedback is responded to promptly, and that feedback from stakeholders is considered in project design.
- With support from the Monitoring & Evaluation team put in place an M & E plan for Health projects, ensuring this links to reporting requirements, and capacity to build health field staff in carrying out the work.
- Organize regular monitoring visit and advise the health coordinator on any corrective measure to be taken, in compliance with donors' rules and regulations.
- Support the projects' monitoring and evaluation process and reporting system in coordination with the MEAL Team, including monitoring visits to project locations and monitoring reporting.
- Support the health sector on needs assessments (general /emergency) across Iran, when necessary
- Lead the population of Health specific indicator tracking table, support the required data collection, and share regular updates with Country Health and MEAL Team
- Lead and/or support the Health-related data collection activities specific to the field offices, and extend support to the country office data collection initiatives as needed
- Provide updated data and /or generate charts and other visualizations as needed, assist in preparing data for Government, donors, other stakeholders and external communications as required
- Ensure all tools (Identification forms, survey questioners, PDM forms) are updated and appropriate for the project scope - and are utilized as needed
- Ensure data protection protocols are respected to protect beneficiary data

- Monitor the progress, status, and quality of health-related projects
- Contribute in use of lessons learned for future programming of Health

Other (15%)

- With support from the Health Adviser and/or other senior health staff, identify programme supplies needs and coordinate with the logistics team to put in place a sensible phased procurement plan, and support the logistics team on storage, transport and stock management of medicines.
- Support and assist in the recruitment process of the Health team staff and facilitating/partaking in their induction, capacity building and training.
- Represent Relief International on health issues, when required.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

- Significant experience of working overseas in humanitarian and development programmes, in particular, primary health care
- Health professional with a postgraduate qualification in public health or equivalent field experience
- At least four years of work experience with health Programmes/programs or clinical practice in Iran or overseas
- Professional command of Microsoft Excel for data analysis and visualization is preferred
- Demonstrable understanding of Sphere minimum standards for health programming in an emergency context
- Previous experience of working within Programme Cycle; delivering against Programme outputs and targets.
- Previous experience of working within a Programme management framework would be desirable.
- 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; Dari desirable.
- Previous experience of working in a humanitarian organization would be an asset,
- Good command of Microsoft Word, Outlook skills essential; Access desirable.

RI 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*

Interested:

Then please apply for this position by completing the attached RI Application Form and send it along with your updated CV and Cover Letter to the following email: tehran@ri.org

The deadline for application is: **24th March 2021**