



JOB DESCRIPTION

Position Title: Health Technical Officer	Reports To: Health Services Manager
Department/Section/Chapter: National Headquarters – Health Services	Supervised by/Technical Coordination: NFR In Charge
Purpose Statement	
To manage & oversee project implementation at NHQ Health Services for the achievement of project goals & objectives. Provides leadership and technical support to all chapter project staff in the implementation of project activities.	
Key Result Area:	Duties and Responsibilities:
A. Project Management	<ul style="list-style-type: none"> • Responsible for the overall implementation and monitoring of the project in accordance with the administrative and financial policies of the PRC, considering the collaborative interest of the PNS/Donor • Prepare overall project implementation plan and facilitate preparation of chapter-based implementation plan and budget for Health Services NHQ approval. • Ensure that all project staff conduct their service/activities and perform their duties in accordance with PRC norms and standards • Ensure that all activities are timely undertaken, and that fund allocation is maximized / utilized and budget deviation is minimized. • Ensure that project staff are managing 143 volunteers involved in the project in line with the core values of PRC and their sustainability • Performs other task delegated by the Manager of Health Services in line with project implementation, programs of the department and or related to the concerns of the PNS
B. Provision of Technical Supervision/Support	<ul style="list-style-type: none"> • Organizes and/or conducts technical trainings such facilitators trainings that are part of the project • Support the conduct of chapter level trainings intended to Project Staff, CHVs and Stakeholders and activities/services intended to beneficiaries • Review chapter reports and memos/proposals/concept notes before further recommendations for Health Services actions, follow-up actions of and discuss feedback/comments and suggestions with the chapter for necessary actions. • Guide and supervise project staff on technical requirements of the project implementation • Oversee the chapter project implementation of activities according to target timelines. • Supports preparations of chapter-based monthly implementation plan and budget
C. Coordination & Networking	<ul style="list-style-type: none"> • Establish coordination links to relevant NHQ offices (IRSPD, Finance, HR & Admin, PMER/ChapDev) related to the project implementation • Establish coordination links to relevant stakeholder/partner offices related to the project implementation such as IFRC/ICRC/DOH and other aid agencies

HEALTH TEAM



	<ul style="list-style-type: none"> • Support the chapter in the coordination process of the project at the provincial/municipal and barangay levels for project partnership. • Liaise/Coordinate with all key players in the project (NHQ Offices/Chapters/Partner Organizations) during the project implementation and activities • Work closely with the assigned IFRC delegate and officer within the bounds of his/her role as a delegate to the project
<p>D. Monitoring, Evaluation & Reporting</p>	<ul style="list-style-type: none"> • Monitor the progress of the chapter level implementation of all project activities through site visit, meetings with the chapter staff, volunteers and project partners and provide update reports with recommended actions necessary for the project improvement. • Monitors the progress of project activities in line with its budget and work plan • Organize and facilitate project review and planning meetings both for the NHQ and chapter project team and ensure follow-up and implementation of agreed actions derived from the meetings • Ensure proper and timely submission of required project reporting requirements (Narrative and financial) on a quarterly, semi-annual, and annual basis as well as the preparation of the final report • Ensure that all relevant project documents/reports are compiled at the NHQ level • Ensure that all project assets are accounted and recorded at inventories at NHQ level • Prepare update reports on the project status for the Health Services regular reporting and presentation PRC management. • Prepares monthly progress reports, logistics and financial reports (based on Finance) of the project

JOB SPECIFICATIONS

Qualifications/Minimum Education:

Bachelor's Degree in Public Health, Nursing, Community Development & Allied Health or in related fields

Personal Qualities and Skills:

- With leadership qualities, good moral character and has good attention to details
- Capability to develop strong relationships and work effectively with community leaders and volunteers
- Ability to make decisions in-line with organizational goals and values and manage multiple tasks
- Collaborates with team members & volunteers to achieve shared outcomes
- Capacity to demonstrate confidentiality on behalf of employees
- Deliver a result and solutions based approach and Good Communication skills
- Excellent skills in the use of Microsoft Office (Word, Excel and Powerpoint)

Work Experience:

- Good background experience on public health, community development, project management
- At least 2 years' experience in program/project implementation in GO/NGO/Private sector setting



<ul style="list-style-type: none"> • Excellent skills in writing technical documents and report writing • Familiarity on PRC structures, protocols, policies and procedures • PRC volunteer experience is an advantage • Know how to understand or speak local dialect (Cebuano) is an advantage • Familiarity on the geography, culture, customs of Cebu and Northern Cebu 	
<p>Equipment Used: Computer (Desktop and Laptop), Digital Camera, Scanner, Printer, Copier, Telephone and Fax Machine</p>	<p>Working Environment: Office and Field Based (50-60% may be spent on field works)</p>
<p>Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners</p>	
<p>Core Values: Fast, Flexible, Focused, Forward Looking and Friendly</p>	
<p>All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.</p>	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date