



JOB DESCRIPTION

Position Title: National Field Representative for Primary Health Care/ Community Based Health Program	Reports To: Manager, Health Services
Department/Section/Chapter: National Headquarters – Health Services	Supervises: HS Project Staff, Chapter Service Representatives
Purpose Statement	
The job is responsible for the planning, development, implementation, and monitoring of Health Program & Projects related to Community Based Health & Communicable Disease Prevention	
Key Result Area:	Duties and Responsibilities:
A. Conducts capacity building activities for Chapters	<ul style="list-style-type: none"> • Develops and update Health Services training curriculum related to concerned program for chapters esp CSRs & Senior Volunteer Team Leader on Health • Conducts trainings that will equip chapters in implementing HS programs.
B. Program and Project Management	<ul style="list-style-type: none"> • Formulation of overall project implementation plan and facilitate preparation of chapter-based implementation plan and budget for health services NHQ approval. • Guide and supervise the chapters on the technical implementation and requirements of the project implementation and when necessary act on HS NHQ requests for immediate facilitation in the chapter level. • Support the chapter in the coordination process of the project at the provincial/city and municipal levels for project partnership. • Support/facilitate in processing administrative & HR-related documents • Support/facilitate in processing Finance & Logistics documents • Supervise Project Staff on the implementation of projects and activities
C. Conducts monitoring activities	<ul style="list-style-type: none"> • Monitors all aspects of the program/project to ensure objectives are achieved by: <ul style="list-style-type: none"> ▪ Gathering and validation of data on the field. ▪ Monitors the chapters on the progress of the program. ▪ Conducts field visits to support project and chapter activities
D. Develop and writes technical reports	<ul style="list-style-type: none"> • Prepares and submits report to the HS Manager. • Prepares concept paper and proposals for projects in line with improvement of community health.