INTERNAL/EXTERNAL VACANCY NOTICE
KBO/VA/2019/012

UNHCR Field Office Kibondo invites applications from qualified internal/external candidates to apply for the following position:

Vacancy Notice No: KBO/VA/2019/012
Position Title: Public Health Associate
Position No: 10025009
Category: General Service
Type of Appointment: Fixed Term Appointment (FTA)
Remuneration: Attractive salary (GL-6) and entitlements according to UN Staff Rules and Regulations
Duty Station: Kibondo, Tanzania
Duration: 1 year
Start Date: Immediately
Issue Date: 22 May 2019
Closing Date: 04 June 2019

DUTIES AND RESPONSIBILITIES
The Public Health Associate (PHA) will assist the Public Health Officer with coordination and response to refugee health care, monitor secondary and tertiary referrals made by partners, and monitor drug consumption. The PHA will also liaise with health agencies regarding patient management when covering for the Public Health Officer. S/he will be a member of the public health team and will also be the focal point for the integrated Refugee Health Information System (iRHIS) both in the camps. The PHA will follow up with health agencies to ensure timely synchronization and submission of weekly or monthly iRHIS reports, assess the quality of the reports as well as provide onsite supervision of the health information system. This will include training of providers both formal and on the job, assessment of the quality of camp clinic registers and other components of camp HIS. The PHA will also liaise with WHO and the Ministry of Health on the health information system for urban refugees in the MOH facilities. The PHA will report to the Public Health Officer.

Accountability
- UNHCR office is supported in the field of public health including reproductive health, nutrition and refugees to access public health services.
• Health partners in the camp/s are proficient at collecting, collating, submitting and interpretation of data and reports are timely and accurate.
• Appropriate liaison is established with partners, MoH and other parties a viable standard integrated Refugee Health Information System (iRHIS) for data collection and analysis.

Responsibility
• Support the UNHCR Public Health Officer with proper coordination with officials of relevant institutions involved in planning and implementation of assistance to individual refugees.
• Support the establishment of comprehensive health and nutrition interventions, reproductive health, HIV, nutrition, medicine and medical supplies management, emergency preparedness and response, mental health and psychosocial support.
• Participate in programme coordination, planning, monitoring including data analysis and evaluation, promoting capacity building of partners, and advocacy. This includes intersectoral and inter-agency coordination, technical and programmatic support, prevention of gaps and contribution to effective programme management.
• Undertake needs assessments with government counterparts and partners in order to prioritize the provision of services to refugees to UNHCR.
• Monitor and evaluate health, and nutrition programmes against UNHCR’ results-based framework and international standards to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.
• Train partner staff in the camps and provide onsite monitoring and supervision on the integrated Refugee Health Information System (iRHIS) through regular camp monitoring visits.
• Support a well-functioning health information/Twine including balanced score card, outbreak reports laboratory tools and other tools for public health monitoring in Twine.
• Collate weekly reports online and ensure adequate and timely feedback is provided to all partners and address problems with iRHIS data collection and submission in a timely manner.
• Attend and follow up activities of the medical referral committee where decisions on tertiary care treatment are taken.
• Prepare and provide collated health data for submission in donor reports and health unit fact sheets as well as other documents.
• Draft correspondence, reports and statistics as required.
• Assist in telephone counselling and face to face counselling of individual refugees if required.
• Performs other relevant duties as required.

Authority
• Take action and initiate measures to mitigate risks to the organization from inappropriate charges relating to medical bills.
• Take action to ensure quality health information system reports that contribute to the quality of primary, secondary and tertiary health care services for refugees.

Essential minimum qualifications and professional experience required
• Completion of secondary education with post-secondary training certificate in Public Health, clinical, Nursing or related fields.
Minimum 6 years of previous job experience of which at least 2 years of clinical experience.
Excellent knowledge of English and Swahili.
Computer proficiency in Excel, Word and internet.

Desirable qualifications & competencies
- Experience with health data collection e.g. patient information management systems, referral care database, drug management system, health information systems and related technology.
- Knowledge of UNHCR's mandate and work with refugees is an added advantage.

Interested applicants should express their interest by completing the attached Personal History Form and the Supplementary form if needed in full. Please note that submission of the Personal History Form which is not signed may render the application ineligible for consideration. Please quote the Vacancy Notice Number and Position title.

The Expression of Interest for the position should be sent only by Email to:
Admin/Finance Officer
UNHCR Sub Office Kibondo
Email: tankbva@unhcr.org

Due to the volume of applications only short listed candidates will be contacted.

Shortlisted Candidates will be required to sit for a written test.

Qualified female and candidates with disabilities are encouraged to apply.