



## VACANCY ANNOUNCEMENT

Cesvi Pakistan is an Italian INGO working in Pakistan since 2005. Currently, Cesvi Pakistan is implementing few COVID-19 prevention and response projects across the country with a specific geographic focus in KPK & Sindh. These public health emergency response projects are funded by ECHO and USAID-OFDA, mainly focusing on enhancing the capacity of the Government of Pakistan in the fight against COVID-19

**Position:** Health Manager

**Location:** Based in Cesvi Country Office Islamabad.

### **Role/Purpose of the Position:**

Cesvi is looking for an experienced medical Doctor for the position of “Health Manager,” with expertise in Public Health and IPC. The Health Manager will be based in Islamabad with possible visits to Sindh, Punjab, Baluchistan, and KPK, and will be responsible for the technical management of Cesvi’s health projects/activities to ensure the highest standards of service delivery and to ensure programs are in line with internationally accepted standards and relevant Pakistani Ministry of Health, NMDA & NIH standards. He/she will work in collaboration with the senior management and local NGO partners in the field.

### **Responsibilities:**

Under the guidance and supervision of Head of Mission (HOM) and in close coordination with the program and technical staff, the Health Manager will work for the implementation of the following activities:

- Substantial experience in health project planning and budget holding, proposal, and report writing.
- Experience in health project management in the humanitarian sector or related field.
- Experience in remote management and post-emergency situation handling.
- Contribute to the development and implementation of a COVID-19 preparedness and response strategy.
- Continuously watch and supervise COVID-19 preparedness and response activities, evaluating progress through outputs and impact.
- Knowledge and understanding of project management tools (logical framework analysis, project cycle management, goals, and indicators, etc.)
- Participate in the development of interventions and new proposals, linked to assessed needs and gaps.
- Responsible for ensuring project implementation under Cesvi, donor, and international guidelines.
- Compile and manage, and make available, relevant information related to COVID-19 for staff access.
- Decide on new activities and new project sites and provide advice about plans and changes.
- Support and provide technical backstopping to the logistics Dept, for the purchasing of Equipment, COVID-19 related supplies, etc. Liaise with the health, WASH, and logistics staff to make sure that quality items are procured, transported, stored, etc.
- Participate and proactively engage in COVID-19 preparedness coordination meetings and working groups at the national and field level. Provide summary notes of all external meetings for relevant internal stakeholders.
- Conduct regular monitoring visits to the various project sites as possible, ensuring that projects use standardized protocols, policies, and guidelines, as outlined by the Ministry of Health, NIH, NDMA, PDMA, and WHO. Identify technical quality and/or other implementation issues, and offer solutions and follow-up to ensure projects are on track to meet goals and are consistent with established best practices.



- Work closely with the M&E team to produce and analyze all weekly, monthly, or quarterly reports and make sure timely submission of all such reports.
- Reflect the values of Cesvi with team members, local staff, beneficiaries, and external contacts.
- Provide necessary training to relevant staff for working procedures in the field and office.
- Any other job related added task (s) assigned by the supervisor or senior management.

**Qualifications:**

**a. Education**

A medical doctor (MBBS) with public health ability/training,

**b. Experience:**

Minimum of five years of relevant professional experience in a similar place in the humanitarian sector.

In managing international partnerships, grants officials, and donors. Proven experience in report writing, resource mobilization, networking, partnership building, and working with INGOs.

**c. Competencies:**

Superior organizational skills and ability to multi-task, work under pressure, meeting deadlines in a fast-paced fluid environment.

Excellent interpersonal communication skills to build the link with staff, partners, government officials, donors, and other relevant stakeholders.

Creative and flexible with problem-solving skills.

Strategic planning & Leadership skills.

Demonstrated professionalism and diplomacy.

Ability to confidently represent oneself to high-level officials.

People management particularly coaching and influence management

**d. Technical Skills:**

Confident and proficient in the use of MS Office, proficiency in English language(written and spoken) is mandatory, Sindhi, and/or Pashto will be an added advantage.

Budgetary control and financial management, including the ability to understand financial data.

Well trained in medical equipment handling, equipped with the latest developments in the medical equipment field, especially in the COVID-19 scenario.

**Working Conditions and Level Of Travel Required:**

The position is based in Islamabad. Frequent field visits to project sites in Sindh, Punjab, KPK, Balochistan & Tribal Districts are expected.

**Contract Duration**

01 Year, (extendable)

**Gender**

No Preference



**How to Apply:**

Interested candidates must send their CV's (max 04 pages) along with a Cover letter (max 02 pages) explaining suitability for the position to HR Department through email on [hr.cesvi@gmail.com](mailto:hr.cesvi@gmail.com) latest by July 3<sup>rd</sup>, 2020.

Please don't forget to mention the job title in the Subject field of the email. Due to urgency, this position may be filled before the due date. Do not wait for the deadline as the **Application will be processed on a rolling basis**. Please mention at least two recent professional references in CV, one of them being your present or earlier supervisor.

While we thank all applicants for their interest, only shortlisted will be contacted for an interview. Interviews will be held in Islamabad. TA/DA for the interview will not be admissible by Cesvi. Cesvi is an equal opportunity employer. To learn more about who we are and what we do, please visit our website at [www.cesvi.eu](http://www.cesvi.eu)