JOB PROFILE

A Health Officer

International Operations Department – Middle-East / Syria, South-Damascus

Date updated: November 2026

MAIN RESPONSIBILITIES:

Under the direct supervision of the Health Activity Manager, the Health Officer is responsible for ensuring the quality and coherence of Primary Health Care (PHC) services in his area of responsibility in South Syria. S/he regularly assesses the health needs, proposes corrective actions, supports the health facilities, and monitors the quality of primary healthcare (PHC) services in MdM-supported clinics.

In close collaboration with the Health Activity Manager, s/he conducts field visits, identifies service gaps, contributes to needs assessments and outcome surveys in coordination with the MEAL team. S/he ensures compliance with national, WHO, and MdM standards, monitors data accuracy, and contributes to the development and implementation of medical protocols.

The Health Officer also plays a key role in capacity building by identifying training needs, organizing trainings, conducting technical supervision, and supporting local staff. S/he is responsible for collecting and reporting relevant data, contributing to health promotion activities, and ensuring proper coordination of drug supplies, referral systems, and contributing to the monthly monitoring dashboards.

WORKING RELATIONSHIPS

- **Hierarchical & functional link**: Health Activity Manager
- **Team under his/her direct supervision:** N/A
- **Team under his/her functional supervision:** N/A

ESSENTIAL DUTIES

1. Needs Assessments:

- Meet with other actors to analyse the humanitarian needs
- Identify gaps in services in the area of intervention and health needs in assessed health facilities (including HR, training, supplies etc)
- Visit health facilities and maintain communication with health actors
- Fill/update assessment reports
- Contribute to the identification of new areas of interest/partners/facilities
- In coordination with MEAL Department, lead health-related assessments of the beneficiaries' needs, impact survey.
- Analyze epidemiological trends, disease patterns, and health indicators to support evidence-based programming

2. Supervision

- Ensure that all the activities in the PHC meet national/WHO and MdM standards as per protocols and guidelines.
- Ensure the accuracy of the data and analysis in the health facility supported by MdM and report results to the line manager.

- Provide inputs to Health Activity Manager to ensure that the different components of the PHCC activities are consistent and in line with the health needs of the population
- Identify health promotion needs, participate in the creation of health promotion material and support the organization of health promotion sessions in PHC services and any other sensitization campaigns in the center
- In collaboration with Health Activity Manager and the Medical Coordinator, propose any implementation of medical protocols, in line with the national ones, update it if necessary, and ensure that the PHCC team are following it
- Monitor the HR Tools
- Regularly monitor drugs consumption proactively identify and communicate needs of medical and other supply and contribute to prepare the mission request for the supported health facilities
- Participate in service mapping to identify new potential locations for MdM- strategic activities including Mobile clinics.
- Monitor the implementation of the internal referral system
- Keep close collaboration with the Health Activity Manager regarding complaints or medical requests received from the partners and the patients.
- Provide feedback to the Health Activity Manager about opportunities to improve the services provision and keep up to standards
- Support the Infection Prevention and Control measures in the facility to ensure that Facilities Do no harm
- Carry out surveys and needs/impact assessments in collaboration with the MEAL officer
- Conduct regular quality-of-care assessments and develop action plans to address identified gaps

3. Capacity Building

- Identify the training needs of medical and support staff, develop training material, conduct trainings
- Evaluate the quality of consultations by assessing patient flow, nursing procedures, and medical record documentation in the center
- Provide technical guidance to the data entry clerk
- Provide supervision and the technical support to the health center on their daily activities and ensure effective and efficient implementation of the service packages given to patients
- Deliver Training of Trainers (ToT) sessions and cascade training activities in areas of NCDs, IPCs and based on the needs identified.

4. Reporting

- Collect data as requested and submit the agreed Data report to the Health Activity Manager on time
- Ensure accuracy, completeness, consistency, and confidentiality of all health data and records.
- Monitor context changes and updates and report on time
- Provide short summary of any meetings attended
- Prepare monthly activity report.

5. Program Management & Coordination

- Support planning, implementation, monitoring, and evaluation of health program activities.
- Contribute to annual work plans, and activity schedules.
- Coordinate with local health authorities and community representatives.

6. Other

- To maintain full confidentiality for all work-related information
- To report any security related issues
- Any other relevant duties as requested by the Health Activity Manager.

This list of activities is not exhaustive and may change depending on the situation.

REQUIREMENT

Training & Experience

- Degree in nursing, midwife, pharmacist and clinical medicine ~~medical lab~~ (mandatory)- doctors are also encouraged to apply
- Two/Three years' experience required in a similar position
- Experience with International NGOs is an added value
- Experience in quantitative and qualitative data collection, implémentations and analysis
- Experience and willingness to work in selected locations-in South Damascus
- Promote a positive and collaborative work environment
- Demonstrated experience in public health programming, health systems strengthening, capacity building, and coordination with governmental and humanitarian stakeholders.

Skills

- **Technical**
  - Knowledge and understanding of the public health system in Syria, of national protocols and standards in the relevant field of activity (Primary Health Care Community Awareness and Health-Seeking Behavior).
  - Ability to collect, clean and critically analyze data and information and writing reports according to the needs
  - Adapt schedules according to priorities and unforeseen events
  - Design, formalise and adapt procedures / protocols / operating modes/ recommendations relating to the area of competence
  - Design, formalise and adapt training relating to the area of competence
  - Understand the adult learning techniques, identify obstacles and assess the impact of training adjusting them accordingly
- **Soft**
  - Diplomacy, negotiation, and networking skills
  - Ability to work under a minimum of supervision
  - Reactivity, anticipation, adaptability, capacity to take initiatives
  - Ability to classify and to manage priorities, plan and organise
  - Team spirit
  - Adheres to MdM values
  - Act with impartiality respecting all the beneficiaries and report any allegation of misconduct toward staff, patients or community
  - Ability to cope with difficult security context.
- **IT**
  - Excellent Microsoft Office skills (Office 365 Tools)
  - Internet
- **Languages**
  - Fluency in Arabic is mandatory
  - Fluency in English is mandatory

CONDITIONS OF EMPLOYMENT

- Type of contract: Fixed term Employment Contract
- Duration: 6 months
- Starting date: As soon As Possible
- Rhythm: full-time

- Location: position based in Damascus with regular field visits in the South
- Related occupation: Category 6,
- Remuneration Package:

a. Basic Salary: 290 485 New Syrian Pound
b. Transportation Allowance: 367.5 New SYP Per Worked day
c. Food Allowance: 857.5 SYP Per Worked Day
d. 13th Month Bonus

Please note that the salary is subject to Social security and Income tax Deductions as per the Syrian Laws

Application:

Send a CV and Cover Letter by email to: recruitment.syria@medecinsdumonde.net.
Object of the Mail: SYR/HR/HEALTH OFF
Application & all required documents must be submitted in English.
Applications that do not respect these guidelines will not be considered.