



*Recruitment Reference: HIPHIL/CVD2/2018/002*

*Handicap International Federation runs programmes under its operating name, Humanity & Inclusion is an independent international aid organization working in situations of poverty, exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups in 60 countries, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.*

The Cardio Vascular Diseases (CVD)/diabetes project has been successfully implemented in Davao Region in collaboration with local health authorities in the past years. HI is now about to implement a new phase of the project, which will replicate the successful approach to new regions and will introduce additional specialized care components.

The project 'Increasing Access to Multidisciplinary Diabetes Care II' has four intended results:

- Public health service providers of at least 12 cities/municipalities of Davao and Western Visayas Regions has reinforced their capacities on Diabetes and CVD management
- Diabetic retinopathy (DR) care services are provided in Davao City's public primary health care system as an integral component of the city's CVD Program
- The national department of health takes concrete steps to duplicate a validated CVD/diabetes program approach in all regions of the Philippines as part of its Philippines Package of Essential Non Communicable diseases (Phil-Pen)
- Impact of project is monitored, evaluated, documented and shared.

Handicap International Federation is currently seeking a:

<b>Public Health Assistant - Western Visayas</b>
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Global Objective of the Position:

Under the direct line management of the Project Manager, the Public Health Assistant is responsible in leading preparatory work (logistics/coordination) of field activities and in post-activity work (after care, documentation, safekeeping of equipment and files). He/She will directly support the Public Health Officer in the implementation of CVD activities by providing support in terms of logistics, documentation and field monitoring.

Key Responsibilities:

Support to Public Health Officer to carry out capacity-building activities of primary health care professionals on Cardiovascular Disease Management including pre-identified advanced thematic (foot and wound care)

- Provides support during preparation and implementation of project activities such as baseline/endline survey, training of public health care professionals, monitoring of Diabetes and Heart Day, coordination with project partners and documentation of project activities;
- Provides technical and operational feedback/coaching to field partner implementers;
- Supports the health care professionals from partner implementers in the periodic conduct of field monitoring activities;
- Participates in the review and improvement of the training designs and methodology;
- Assists in the encoding of training presentations, manuals, references and other IECs;
- Assists in the preparation and implementation of all training presentations, kits and other logistics including co-facilitation of trainings, monitoring of attendances, documentation, etc);
- Assists in the quality monitoring of trainings;
- Follows up documentation with stakeholders post training;
- Drafts activity reports and meeting minutes.

Support to coordination of partners

- Leads in the coordination of capacity-building activities of health care professionals and other relevant activities through:
  - Support in the identification of training participants
  - Preparation of invitation letters, dissemination and follow-up
- Work with the local health authorities in the conduct of field rollout trainings including coordination and finalization of schedules, venues and identification of focal persons for each of the trainings.

Support to data collection and database management

- Assists in the regular collection of milestone data/technical indicators;
- Maintains the project database and encodes/updates the technical indicators in a monthly basis;
- Leads the data encoding during the endline survey;
- Develops/updates the directory of key stakeholders, partners, and other relevant contacts in the field.

Support to project follow-up

- Participates and contributes in the development of project technical reports and other documents;
- Participates in project and partner meetings;
- Supports in the follow up, and monitoring of budget requests and ensure that all budget released to the Community Health Workers Trainings is accounted and liquidated;
- Participates in the regular assessment, monitoring and evaluation of the project against its objectives and expected outputs;
- Supports in field data collection;
- Manages the photo library of the project;

Perform such other functions and duties as the operation or exigencies of the project may require.

Qualifications:

- Degree in nursing, public health or related health sciences
- Entry-level; 1-2 years experience in events organization and/or training delivery is preferred
- Good professional or personal knowledge of diabetes and CVD
- Able to be part of a small, collaborative work team and possesses leadership skills
- Experience in and ability to work effectively with people from diverse backgrounds

- Ability to work independently
- Good oral and written communication skills
- Good problem solving and stress management skills
- Strong computer skills especially MS Word, Excel, Publisher and Powerpoint
- English mandatory and Visayan written and verbal proficiency a must
- Willing to work in Roxas and travel to project areas.

Requirements:

- A resume not longer than three (3) pages summarizing qualifications and experience with 3 work references with contact details
- An application/motivation letter is a must;
- Recruitment Reference (*HIPHIL/CVD2/2018/002*) should be specified in the subject line of your email application.

Salary:

In determining salary for this position, Handicap International Federation-Philippines Program applies its salary grading process, taking into consideration the job description and applicant's previous work experience and the organization's salary grid. The monthly salary bracket for this position ranges from 21,000.00 to 23,900.00 pesos.

*Please send the stated requirements to [recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph) on or before 15 February 2018. Kindly note that we will contact only the short-listed candidates. Application from women and persons with disabilities are strongly encouraged. Our recruitment policies and procedures ensure equal opportunities. To learn more about Handicap International, please visit our website at [www.handicapinternational.ph](http://www.handicapinternational.ph).*