



General information

Position Title: Field Technical Coordinator

Country: Central African Republic

Base: MENTOR Field bases

Duration: To be confirmed

Start Date: January 2024

Closing date: 31/12/23

Job requirements:

- Diploma in Public Health is compulsory
- At least 2 years' experience on same role or equivalent
- Familiar with NGO working environments and standard procedures
- Solid prior experience working in complicated security contexts
- Organized and good coordination / management and training skills
- Excellent communication skills
- Fluency in French
- English language will be considered as an asset
- Analytical skills and strategic thinker
- Team player, flexible and willing to learn

The MENTOR Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation. Women candidates are encouraged to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and

in parallel, also works to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative is looking for a highly motivated, dynamic and skilled person as its Field Technical Coordinator for its programs.

Report to: Technical Programme Coordinator

Direct Line manager: Field Medical assistant, Pharmacy assistant, Data entry clerk and Medical supervisors

The Field Technical Coordinator (FTC) is responsible for all the community health aspects of MENTOR's operational response with emphasis on training and supervision of MENTOR supported Community Health Workers (CHWs), female focal points and health posts in Mentor's field operations. Under the technical line management of the Technical Program Coordinator (TPC, based in Bangui), he/she guarantees the quality management of the MENTOR programme in the area and contributes to the impact of the programme as per donor agreements and logical frameworks through extensive monitoring and evaluation. The MENTOR programmes have the objective to improve access to primary health care, nutrition- and WASH services, including maternal and child health services in the different health facilities and aim at implementing a combination of activities ranging from direct service and capacity building to community participation on the level of prevention.

Technical support to health facilities

- In general, identify and work on removing barriers to improve patient safety, provide effective medical care and improve patient-centred activities.
- In close collaboration with the TPC, translate the identified health needs into a medical strategic vision and project objectives, priorities and resources needed to meet the medical and humanitarian needs of the population in need.
- Organise, prepare and, if required, facilitate training sessions (initial and refresher) for clinical staff in the supported health facilities, preferable in cooperation with district health staff representatives. The curricula for these trainings will cover case management of frequent pathologies in the target area including caretaking of referred (severe) cases from the MENTOR supported Community Health Worker network.
- Elaborate and distribute tools (decision making trees) to facilitate differential diagnosis for the clinical staff.
- Ensure participation of the District Medical team in training and supervision activities.
- Coordinate and participate in regular supervisory visits to the supported health facilities with the specific objective of ensuring the provision of quality care to patients.

Technical support to CHW network including Female Focal Points

- As required and in close collaboration with the TPC, assist with the recruitment of new Community Health Workers (CHWs) and eventually also female focal points (FFPs) in the areas of his/her responsibility. This includes identification as well as training, equipping and supervising the CHWs and FFPs.
- With the assistance of a team of nationally recruited programme supervisors and in collaboration with the TPC, organise and implement onsite technical training and oversee overall performance of CHWs and FFPs.

- Supports with the preparation and/or update of training modules for MENTOR medical supervisors, CHWs/FFPs, health facility staff and team members from partner agencies as required.
- Participates in the trainings as required to ensure adequate quality and efficiency.

Pharmacy Management

- In close collaboration with the TPC, base coordinator and logistics coordinator, oversee proper management of the MENTOR stock of drugs and small medical equipment for the targeted health facilities and CHWs in the districts.
- Define and size pharmacy and medical equipment timelines, procedures and protocols with order preparation, in collaboration with the logistics department (capital and field); be accountable for proper management of the project pharmacy.
- Plan and carry out spot-checks and ensure clear storage and labelling of drugs and medical supplies from different donors, for accountability purposes.
- In order to avoid stock ruptures at health facilities and CHWs level, organise for regular supplies of drugs based on consumption records and rational usage of the drugs provided.

Data Management

- Ensures that Health Facilities and CHWs datas are collected and correctly entered by data clerk.
- Carry out effective first analysis and review of data to identify areas in need of correction before to send them TPC.
- Participate in the analysis of data from the health information system. It ensures the collection and regular analysis (monthly) of epidemiological data.
- Prepare, organize all the monitoring related to the project in connection with the coordination and participate in the organized monitoring meetings.
- In collaboration with the MEAL coordinator, ensure data entry in the monitoring system by supervising nurses and communities in charge of data entry.
- Contribute to the implementation of the operational action plan of the health areas, based on, amongst other, actual data and trends.
- Participate in ready service support activities.
- Ensure the quality of the supervision adapted and executed by the medical supervisors.
- Based on the log frame, ensure monitoring and analysis of the health situation in the health districts

Referral services

- In collaboration with the TPC, set up required mechanisms to ensure efficient referral mechanisms and to facilitate the physical transport of patients referred by CHWs to the main referral service, according to need (health facility or district hospital). This includes filling in of referral documents to allow for efficient caretaking at referral level, tracing of referred patients and justifiable payment of motor-taxis and hospital ambulance.
- Organise for the participation of health facilities staff and/or district medical officer in supervisory visits of the MENTOR supported CHWs network.
- Organise for regular internal and external technical meetings to coordinate and follow up on efficiency of referral mechanisms.

Prevention

- In close collaboration with the TPC ensures that prevention activities (IEC and LLIN distribution) are fully integrated, using the MENTOR IEC approach, into the support to health facilities and CHWs.
- Assist the TPC, the Base Coordinator and the Logistic Coordinator with the mapping, preparation and implementation of LLIN distribution campaigns.

- In close collaboration with the TPC and the Base Coordinator, organises Mass Drug Administration campaigns across the areas you cover.
- Assist the Country Director and TPC in implementing in the area of work, all procedures and tools related to Safeguarding / PSEAH (Protection of Sexual Exploitation, Abuse and Harassment).
- Ensure that the MENTOR Code of Conduct and Safeguarding/PSEAH (Protection of sexual exploitation, sexual abuse and sexual harassment) guidelines are adhered to by all team members at all times and regular training takes place to ensure that all employees fully understand the level of behavior expected of them.

Reporting / Proposal writing

- Prepare monthly reports on the progress in health facility support activities and relevant indicators for MENTOR line management and the National Health authorities. This includes timely provision and entry of monthly data.
- As required, advise and assist the TPC when drafting donor proposals.
- Assist the TPC with technical aspects of writing donor reports so that these are prepared and submitted in a timely manner, as per the grant agreements.
- Participate in the elaboration of regular internal situation reports ('sitreps') for subjects related to your responsibilities.

Representation

- Ensure close collaboration with other health NGOs working in the target areas.
- Represent The MENTOR Initiative at district/regional level medical / technical meetings with the government, NGO partners and donors on the level of community-based health care.
- Collaborate with all stakeholders in the health sector at regional level on the implementation of national policies including cost recovery policy.

Other

- Respect MENTOR's Security Guidelines and advise the Base Coordinator immediately on security issues encountered while in the field.
- Follow and assist in the implementation of all existing financial, administrative and logistical procedures as well any new procedures and guidelines as communicated by the Base Coordinator and/or coordination team.