



## Job Description

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|---------------------------|---|
| <b>Position:</b>          | Country Health Director   |
| <b>Responsible To:</b>    | Country Director  |
| <b>Responsible For:</b>   | Medical Teams   |
| <b>Works With:</b>        | Country Management Team   |
| <b>Location:</b>          | Nalut, Libya  |
| <b>Contract Duration:</b> | 3 months (until end of January 2012)  |
| <b>Starting Date:</b>     | ASAP  |
| <b>Salary:</b>            | £37,100 to £37,850 per annum pro-rata (dependant on relevant experience)      |
| <b>Benefits:</b>          | Insurance cover, accommodation, annual leave entitlement of 24 days per annum |

**Only short-listed applicants will be contacted. Due to the urgency of this position, applications will be short listed on a regular basis and we may offer this post before the closing date.**

**Please note that this is an unaccompanied position.**

### **Merlin International Profile**

Merlin specialises in health, saving lives in times of crisis and helping to rebuild shattered health services. Each year, Merlin helps more than 15 million people in up to 20 countries.

### **Context and Background**

Merlin is managing an emergency response programme in the Nafusa mountains in response to the civil crisis that erupted in February 2011 and subsequent regime change. Merlin was initially based in Zarsis, Tunisia (March 2010), opened a programme office in Nalut, Libya (in late April) and since September has a Country office in Tripoli (Zarzis remains as a liaison office). In addition to programming in Tunisia, Merlin supported orthopaedic and trauma services in Nalut Hospital during the height of the conflict. Merlin now has offices in Tripoli (Country office), Nalut and Zarzis (liaison office). In June the team undertook an assessment of primary health care in Tunisia and Nalut and subsequently applied successfully to ECHO to continue this support; with the evolution of the conflict (specifically the NTC assumption of control over most of the country in late August), Merlin has been able to expand to previously inaccessible areas in the Nafusa Mountains and programming is now only in Libya. Funding is secured through January 2012 and currently covers Nalut Hospital (OPD, physiotherapy and emergency room and provides general support to the hospital with essential drugs and medical supplies) and 15+ health facilities (staffing, supplies, capacity-building).

The project has experienced significant turn-over and inconsistent planning for resources; the Country Office was also less than ideally equipped to respond on an emergency basis, let alone to overnight expand Nafusa Mountain activities. A surgical advisor visited the project in September and prepared a document advising on the future strategy for the programme. With this document, it is become clearer that there is not likely a long-term need / role for Merlin in the country, for reasons not the least of which

is that there is a government resourced and willing to support an effective national health system, and so the programme is expected to close by end-January 2012.

A Country Health Director is required to work with the Country Director to guide the health teams, ensure technical oversight of Merlin's programme and contribute to the fulfilment of Merlin's overall objectives/strategy in Libya.

### **Main purpose of the role**

As the **Country Health Director** you will provide both strategic and technical leadership to the country programme to ensure the effective development and implementation of quality health programmes.

### **Overall Objectives (scope)**

As a CHD, you will be responsible for technical oversight of the programme, technical supervision of mobile PHC team staff as well as general practitioners working in Nalut Hospital and technical coordination of current and planned specialist support.

- To represent Merlin nationally (Tripoli) at the Health Cluster and MoH meetings to ensure that health activities supported by Merlin (particularly those in the Nafusa Mountains) are linked to health service plans and provision in Libya as a whole.
- Liaise with MoH staff to ensure the development of strong partnership, appropriate decision making powers for Merlin staff working in MoH facilities, sharing of information between MoH and Merlin.
- To support the Country Director to ensure an effective programme direction. (And options under discussion range from programme exit to a longer-term role in HSS.)
- Ensure current medical programmes have clear work plans, timely activities and that monitoring system is understood followed and adjusted to monitor progress against technical indicators.
- Ensure that effective HIS system and responsive surveillance are in place and are consistent with/contributing to national system

### **Activities**

- To line manage the mobile PHC team coordinator (managing primary health care staff and doctors working in the hospital) ensuring teams are orientated and equipped and clinical supervision and clinical activities, outputs and timelines are monitored and reviewed.
- Technical coordination of medical specialists, including assessment of needs, orientation, developing work plans and linking specialist activities with overall programme activities and direction, liaison with MoH representation, coordination and support to accessing resources and providing adequate documentation of activities. To identify gaps and opportunities for further technical support.
- Develop / put in place health policies, guidelines and protocols, depending on what is available / appropriate (MoH, MSF, WHO, Merlin).
- Manage, review and improve health reporting system with medical staff.
- Ensure health promotion activities and ensure resources are ordered.
- Support the development of a training needs analysis for Merlin, and facility health staff, consolidate available training materials and design training plan, to include necessary resources.
- Technical oversight of ongoing and any new medical orders to ensure appropriate orders and distribution.
- To participate in recruitment of national medical staff, and international experts.

- Responsible for technical reporting including the monthly medical report, technical input in to donor report and programme sitreps. Review and support finalization of outstanding medical orders. Support with finalising spec details for procurement.
- Work with CD review current strategy and future plans.
- To represent Merlin at national level in cluster and MoH meetings
- To ensure that Merlin staff health guidelines are adhered to. To be the focal point for staff health.
- Any other activities as requested by the CD.

## **Responsibilities**

### **Strategic Planning and Programme Development**

- Responsible and accountable for all technical aspects of the country programme.
- Develop the programme's procedures, guidelines and policies for the management of all health related work keeping in-line with Merlin's, National and International policies and best practice.
- As part of the Country Management Team (CMT), the CHD should lead the development and is responsible for the technical quality and content of the overall country strategy. Lead the development of the health elements of all project/programme plans.
- Work with country programme staff to ensure that proposal budgets adequately incorporate health resource requirements to deliver on country programme strategy, project plans and objectives.
- Actively participate in and contribute to proposal writing and ensure the technical quality of these proposals are in line with internal and external standards.
- Promote the sharing of good practice, global tools and learning in relation to health programming with Merlin staff and the MOH.
- Advise the Regional Manager, Country Director, Health Advisors and other relevant colleagues on health-related developments at country, and regional levels.

### **Technical support and quality assurance**

- Lead effective and quality health programming through appropriate baseline surveys, and health needs assessments.
- In cooperation with the Health and Programme Departments contribute to the technical aspects of the country programmes Monitoring and Evaluation (M&E) frameworks. Also ensuring that HIS and health reporting is operational and effective within the programme.
- Ensure and facilitate the incorporation of M&E findings into country and organisational programming and policy.
- Ensure Merlin's Health Information System (HIS) is effectively implemented including the collection, validation and analysis of data on a regular basis.
- Prepare and ensure timely submission of monthly technical reports to head office.
- Ensure and lead on the quarterly review of the country programme(s).
- Ensure the organisation of health-related activities, effective management of drugs and medical supplies.
- Ensure that the development and management of health programmes meets Merlin's guidelines, national policies, international best practices and complies with the principles of evidence-based medicine
- Conduct regular visits to project sites for the purposes of project monitoring, quality control and strengthening of relationship between Merlin field staff, provincial and district authorities and other NGOs in the area.

- Accountable for establishing and maintaining an appropriate partnership with the relevant Ministry of Health (MoH) and ensuring the appropriate MoU /Partnership agreement is in place
- Provide prompt technical support to health staff within the programme/projects.

### **Representation and Coordination**

- Liaise with government agencies, international organisations, donors, NGO, academics including successful influencing at all levels.
- Liaise closely with the Health and Policy Department in London to support head office initiatives around international health topics, as required.
- Strengthen and maintain links with all key task forces and coordination mechanisms (Health Cluster) within the health sector, through attendance at meetings and proactive networking at country level.

### **People leadership and management**

- Support country offices in identifying and addressing health capacity gaps and assist in the recruitment of senior staff.
- Line-manage country office (senior) health staff and provide technical line-management of all SHCs / HCs.
- Responsible for the coordination and / or provision of coaching, training, capacity building and technical support to Merlin staff and MOH partners on the planning, implementation and management of health related activities
- Overall responsibility for all Merlin's staff health and well-being in-country through the implementation of Merlin's Staff Health Policy, including the management and coordination of international medical evacuation procedures when necessary
- Ensure Personal Health Forms of all staff in the programme are completed, signed and filed confidentially.
- In collaboration with the HR department, review and update or develop a national staff health policy and medical evacuation guidelines and procedures.
- Comply with all relevant Merlin policies and procedures including but not limited to vulnerable people, HIV in the Workplace, health and safety, fraud, equal opportunities and other relevant policies.

### **Emergency response and preparedness**

- In co-ordination with rest of CMT, develop the health aspects of the programmes' Disaster Risk Reduction (DRR) / emergency preparedness and response plan.
- Lead and coordinate the health aspects of emergency interventions.
- Where necessary provide training for Merlin's health staff in managing emergencies and outbreaks effectively.

### **Person Specification**

#### **Essential**

#### **Qualifications, experience and competences**

- Qualified medical doctor or nurse
- Considerable experience of public health programming in an international role within a middle-income country

- Strong experience in the design, implementation and management of health programmes, being able to demonstrate successful high-value proposal development, donor liaison and report-writing.
- Strong understanding of and considerable experience in technical issues around both public health and Primary and Secondary Health Care.
- Strong experience in providing technical assistance to government departments at district or national level
- Strong understanding of key issues in health system strengthening.
- Considerable experience of developing effective working relationships with stakeholders from government agencies, international organisations, donors, NGO, community leaders including successful influencing.
- Substantial experience of emergency preparedness, planning and response.
- Evidence of developed leadership skills including the ability to make difficult decisions to get results when required, for example handling difficult personnel situations to effective conclusion.
- Significant people management skills and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.
- Extensive experience of using a range of strategies, in order to develop staff and support them in being able to do their job effectively and confidently.
- Strong communication skills, with excellent written and spoken English
- Confident and proficient in the use of MS Office
- Experience of establishing strong working relationships with colleagues from different functions and cultures
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast paced environment with tight deadlines
- Experience of proactively identifying and addressing issues
- An understanding of and commitment to Merlin's mission and values

### **Desirable**

#### **Qualifications, experience and competences**

- Ability to travel regularly, both within country and internationally, sometimes for weeks at a time
- Master in Public Health or equivalent degree

#### **To apply for this position**

To apply for this job, please go to [www.merlin.org.uk/jobs](http://www.merlin.org.uk/jobs) and apply using our online recruitment system. In order to apply for a job with Merlin online you will need to complete a short registration process and create an account - the online recruitment system explains how to do this. Once your account has been created, you will be able to save the information that you have entered in your application and re-visit it at any time before you submit it.

If you are unable to apply online please download and complete an application form and email it to: [applications@merlin.org.uk](mailto:applications@merlin.org.uk).

Please note that we do not accept CVs and any application must therefore be made

online or by completing our application form. Unfortunately due to the number of applications we receive, only shortlisted applicants will be contacted.

### **Data Protection**

In accordance with the 1998 Data Protection Act Merlin will hold and use personal information that you have given for the purposes of recruitment and employment should an offer of employment be made. This information will be stored in manual and/or computer form. This information may also be disclosed to third parties in accordance with the Data Protection Act.

In cases where a job offer is conditional on ensuring that potential employees' names do not appear on counter terrorism lists generated by the United Nations, European Union or the United States due to donor funding requirements, Merlin will use the information that you have given for checking that your name does not appear on these lists.