MS02003
HEALTH PROMOTER COMMUNITY ENGAGEMENT SUPERVISOR

Level 7

Reports to (Hierarchical)
HPCE Manager (In case of absence this can be under Project Medical Referent, Nurse Activity Manager, Medical Activity Manager or Project Coordinator).

Reports to (Functional)
HPCE advisor or HPCE focal point

Job Family
Medical and Paramedical / Operations

Relations: Internal
HP Officers, Community Health Educators, Community Health Workers, Counsellor-Educators; Digital HP officers.

Main Purpose
With the support and guidance of the HPCE Manager, responsible for implementing the HPCE strategy / workplan, with community participation, and supervising the HPCE activities and HP teams working in the communities or the health facilities, according to the project objectives, MSF values, standards and pro-cedures.

Accountabilities
HPCE strategy, activities and monitoring:

- Actively contribute to the design/adaptation of the HPCE strategy / workplan.
- Lead and follow up on the implementation of the HPCE strategy / workplan, according to the chronogram.
- Support participatory approaches and regular patient/community consultations before and during implementation of the HPCE strategy.
- Organizing health awareness sessions for **MSF**'s medical and non-medical staff
- Support in the design of health education materials and participatory methods, applying the right process (pretesting, validation of content, translation).
- Contribute to rapid assessments and surveys.
- Actively support in the systematic collection, encoding and reporting of community feedback and rumours.
- Support the implementation of community-based surveillance (data collection, active case finding, tracing, linkage to care.
- Responsible for the planning and organization of community meetings (in collaboration with HPCE Manager).

- Contribute to the community mapping.
- Monitoring: Ensure the availability of the data collection tools; the data encoding in the data base and the quality check.
- Monitoring: Contribute to the analysis of the monitoring data and look for adjustement (in collaboration with HPCE manager), monthly reporting (MMR, sitrep,...).

Team management:

- Contribute to evaluation of the HP team (with the HPCE manager).
- Contribute to the development plan for the HP team.
- Training: Contribute to the needs assessment, design and implementation of training for the HP team, in collaboration with the HPCE manager.
- Organize regular and systematic supervision of the HP activities and provide on the job-coaching.
- Ensure the planning and practical organisation of the activities for the HP team (HP roaster).
- Ensure the organisation of regular HP team meetings.

Education

Desirable: bachelor diploma in social sciences, social work, behavioural sciences, public health, community health, nursing. Essential: secondary school diploma.

Experience

Essential: At least 2 years’ experience in: • health promotion • team management experience • program implementation Experience qualitative methodology is highly desirable.

Languages

Mission language and local language essential

Knowledge

Basic competencies in word and excel are essential.

Competencies

• Results and Quality Orientation • Team management skills • Training skills • Organisational skils • Stress Management • Negotiation skills at community level • Autonomous and initiative taking • Strong IT skills (excell, word) • Reporting skills • Skills in participatory approaches • Strategic / analytical skills are desirable

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