



Job Title	Senior Programme Officer
Location	Ramallah, West Bank
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Palestinian refugee camps of Lebanon.
Job Purpose	Overseeing the implementation of MAP's family medicine project. The Senior Programme Officer will also contribute to the management/monitoring of MAP's other projects in the West Bank
Salary	ILS 107,808 per annum pro-rate for (0.6 FTE)
Hours	21 hours per week
Reporting to	Director of Programmes (West Bank), and to Director of Programmes (London) for technical issues related to the family medicine project
Responsible to	Not applicable
Key Internal Relationships	DoP (West Bank); DoP (London); staff in West Bank office; Programme Manager UK
Key External Relationships	Ministry of Health; An Najah University; Foundation for the International Development of Family Medicine in Palestine (FIDFMP); MAP's partner organisations; National NGOs; INGOs; UN and development agencies
Contract	Maternity cover

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Background

Palestine has a well-established Primary Health Care (PHC) system. However, the evolving health challenges of the 21st century (an aging population and spiralling rates of non-communicable diseases and mental health problems) together with the increasing costs of specialist services require adaptation of Palestine's PHC service delivery model toward a family medicine/practice approach to provide continuous, comprehensive, coordinated, person and family-centred care, with a multidisciplinary team responsible for delivery of services to a defined population.

The Palestinian MoH has expressed its commitment to implement such a transformation. However, moving toward this new model requires changes at various levels, including the training of family medicine specialists, changes in the organisation and infrastructure of PHC services, and orientation of existing PHC staff toward family practice principles and the modified service delivery model.

ANNU has been delivering a four-year, post-graduate residency programme for family medicine specialists for a number of years – the only one in Palestine. To date there are 22 Board certified graduates of the programme, and 18 residents at various stages of training. There is an ongoing need to strengthen the programme's educational curriculum and in particular to improve the quality of clinical training placements for the residents at designated MoH family medicine training centres (two functioning in the middle and south of the West Bank, with a third to be established soon in the north). Even more importantly there are over 800 GPs, and an even greater number of nurses, pharmacists, midwives and laboratory technicians, currently working in MoH and UNRWA PHC centres in the West Bank without any specialist training in family medicine or family practice. Experience from elsewhere in the world suggests that it could take over 20 years for the entire PHC workforce to complete full specialty training programmes, so it is vital that an appropriately tailored transitional training programme is offered in the short term to the existing workforce to raise standards of care across the region and support the desire of MoH and UNWRA to transform the delivery of services. This in turn will make a huge contribution to the MoH and WHO goal of achieving universal health coverage.

Duties and key responsibilities

- **Oversee the family medicine project including:**
 - Liaising and communicating with all project stakeholders and participants to ensure activities are being implemented on time, as per the agreed work plan.
 - Organising and assisting visiting individuals and delegations of doctors from the UK.
 - Supporting regular stakeholder coordination meetings conducted via skype and



in the West Bank; including the preparation of meeting agendas and minutes.

- Regular liaison with family medicine faculty, residents and graduates, and in-country coordination of online and face-to-face educational activities.
 - Drafting of internal and donor required project reports and related grant applications.
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- Manage/support some of MAP's other West Bank projects, as required by the DoP, ensuring objectives are achieved, financial/procurement procedures are strictly adhered to, budgets are closely monitored and financial and narrative reports are produced as required.
 - Conduct visits to project sites and partners and provide support to partner organisations in the planning, implementation, monitoring and evaluation of projects.
 - Keep abreast of developments in the health sector in Palestine and keep up-to-date with the work of other health sector stakeholders including the MoH, national and international NGOs and the UN.

PERSON SPECIFICATION

Experience

- At least five years' work experience within the Palestinian health/development sector.
- At least two years' health project management experience.
- Experience of creating and managing simple databases (Excel or Access) is desirable.
- Experience working with volunteers and/or foreign delegations is desirable.

Skills and abilities

- Familiarity with the functioning of the Ministry of Health, the primary health care system in the West Bank and the work of the major health care providers in the West Bank including international and national NGOs.
- Good project management skills including drafting proposals, reports and conducting monitoring and evaluation of health projects.
- Excellent spoken and written Arabic and English.
- Good interpersonal, communication and networking skills and the ability to work successfully with multiple external and internal partners.
- Good IT skills particularly in Word and Excel.

Knowledge

- A first degree in a health, development or business related subject.
- A postgraduate degree in public health or a related subject.
- Knowledge of the medical education and specialist training system in Palestine is desirable.



Personal attributes and other requirements

- Committed to MAP's aims and values
- Prepared and able to travel frequently around the West Bank.

APPLICATION PROCEDURE AND DEADLINE

Candidates should download and fill the application form at the following link:

<http://www.map-uk.org/job-opportunities/job-opportunities>

and send it to hr@map-uk.org at midnight on Tuesday 29 January 2019. Please write **"Application – Senior Programme Officer, West Bank"** in the email subject line. **Do not attach CVs or any other documents.** Only shortlisted applicants will be contacted.