

## Health Project Co-ordinator / Manager – Gaza Medical Projects

### Job Description

**Working hours:** Part-Time (0.5FTE) with opportunity to increase to Full time as work progresses, immediate start [flexible working required]

**Duration:** 6 month temporary [option of renewal considered]

**Location:** Hybrid [UK office, Stockport, Greater Manchester]

**Reporting to:** Programme Director, Medical Director, CEO

**Responsible for:** Medical volunteers, project officers

**Salary:** £30,000 FTE

**We will be interviewing suitable candidates as the applications come in. We recommend you apply immediately to be considered. Doctors Worldwide reserves the right to close applications before the deadline if a suitable candidate is found before then.**

### About Doctors Worldwide:

Doctors Worldwide is a specialist medical charity based in the UK with a mission to support and collaborate with local communities to build and sustain quality healthcare services in both development and emergency settings. Over the last 22 years we have delivered over 135 medical projects, responded to 17 humanitarian crises and worked in 25 different countries. Together we have impacted more than 4.1 million lives and counting. Access to quality healthcare is not a privilege, it is a human right, and we work towards making that a reality, especially for the most vulnerable communities. To find out more visit: [www.doctorsworldwide.org](http://www.doctorsworldwide.org).

### Purpose of the Role:

We are looking for an experienced, diligent and hands-on Health Project Coordinator/Manager (HPC) who can design and deliver medical projects and assess needs in an emergency humanitarian setting with a focus on partnerships and capacity building. The HPC will work alongside local partners to deliver Doctors Worldwide projects in Gaza including supporting in-country staff, building and managing stakeholder relationships, and strengthening and improving existing projects. The PC will need to be flexible and work well under pressure, with the ability to think and act strategically, as well as building positive relationships with various stakeholders at all levels. Knowledge and experience of quality MEAL designing and impact is required. The individual will need to demonstrate a high level of integrity, have good people skills, and be flexible with excellent attention to detail. An understanding of how to work with local NGOs and communities, coupled with a logical approach and strong organisational skills are essential and applicants are requested to demonstrate this in their cover letter and CV. Ability to speak, read and write in Arabic is an advantage.

### **Responsibilities – Gaza specific:**

- Participate in health and nutrition cluster meetings representing DWW.
- Continue to engage with stakeholders in general for the purpose of coordination, collaboration and partnership working, while identifying obstacles and offering solutions for the strengthening DWW presence and value proposition.
- Refer to good practice guidance and frameworks and adopt an evidence-based, systems-focused as well as people-centred approach to help inform plans and activities.
- Work specifically with local partners to develop and provide technical guidance and oversight to establish a model of primary health care, including (but not limited to):
  - Appropriate staffing skill mix, numbers, and remuneration
  - Training requirements for staff
  - Pathway development for key clinical conditions
  - Integration of further services such as Malnutrition and Mother and Child Health, triage, SRH, NCD and CD management – as appropriate with a flexible context specific approach.
  - Streamline processes for essential medicines and stock management
- Collaboration with other NGOs/Initiatives to support service expansion and integration as possible.
- Support development and implementation of reporting requirements, including MEAL approach.
- Support development of a relevant social media channel (eg: on WhatsApp) to support learning and health advice engaging both UK volunteers as well as local Palestinian Healthcare Workers.
- Work to identify opportunities for health worker training development and implementation, with a focus on community health, and liaise with other DWW team members to support project refinement and piloting.
- Liaise with DWW team to support strategic vision and approach.
- Coordinate with DWW to explore diversified and accountable funding streams.
- Engage with DWW staff as part of communications, fundraising and team culture.
- Provide regular (minimum weekly) updates/situation reports on progress.
- Meet with potential donors, support pitches as well as any grant funding opportunities.
- Meet and coordinate with any relevant volunteers for any specific task-finish items.
- Appraise where relevant and possible for DWW to meaningfully support projects in oPt and suggest vision and roadmap.
- Supporting DWW on proposal development for humanitarian funding as/when required including actively scoping for opportunities.
- Maintain good professional standards and preserve confidentiality of activities and stakeholder relationships.

The above list of responsibilities are not exhaustive, and given the fluidity of ground circumstances and the status of community stakeholders, it may not be feasible to fulfil objectives to completion or as initially envisioned, and alternatives objectives may need to be developed. However, activities should focus on delivering a primary and community health care strengthening project.

### **Responsibilities – General:**

- To design, build and implement effective and impactful health / medical programmes including ongoing management and oversight.
- Implementing all areas of project compliance and accountability including risk and mitigation.
- Managing and working with project officers/coordinators to develop and run projects.
- Ensuring all projects and programmes are running effectively and on time.
- Supporting and providing guidance to project officers/co-ordinators to carry out their tasks through a mentoring approach.
- Overseeing field staff where required and ensuring compliance, including achieving project objectives.
- Building strategic and effective partnerships with key institutional donors/stakeholders and humanitarian actors present in the field.
- Leading or participating in conducting need assessments and humanitarian coordination.
- Facilitating training and overseeing creation of training materials.
- Supporting fundraising, recruitment and procurement.
- Manage staff on deployment when required.

### **Person Specification:**

#### *Character*

- Integrity
- Self-disciplined
- Proactive nature, solution-driven
- Able to maintain confidentiality at all times

#### *Experience*

- Minimum 3 years' experience of running projects
- Experience in designing and/or implementing projects and programmes as part of a team
- Experience of project oversight and compliance
- Experience in working and collaborating with stakeholders
- Experience organising and managing volunteers [desirable but not essential]

#### *Skills*

- Excellent project administrative skills
- Ability to think and work logically with a logical approach when managing projects
- Demonstrable problem solving and analytical skills
- Ability to work creatively and proactively and use own initiative
- Project management skills
- Strong organisational and time management skills with the ability to plan and prioritise a diverse workload
- High attention to detail
- Excellent Information Technology skills
- Excellent communication in the English language

- Ability to leverage and work alongside experienced medical/non-medical staff to implement quality healthcare projects

#### *Knowledge*

- Knowledge of standards and practice for project effectiveness and impact
- Knowledge of global health and/or healthcare projects
- Knowledge of the humanitarian sector and projects
- Understanding of project planning and implementation

#### *Commitment*

- Willingness to travel around the UK and internationally
- Passionate and motivated about humanitarian work
- Enthusiastic and flexible work ethic, with willingness to work beyond expected work hours and duties in order to achieve organisational objectives, and adopt a holistic approach to their role within the organisation.
- Understanding of international development and/or health contexts

To apply for this post, please email a CV and a supporting letter [3 pages maximum] demonstrating your suitability to the post and explaining why you are applying and how you meet the person specification to [info@doctorsworldwide.org](mailto:info@doctorsworldwide.org).

Please note that we will not be considering applications without a supporting letter demonstrating role suitability.

Unfortunately we are unable to support relocation applications or visas for non UK residents.

**Application deadline - 9:00am Monday 30<sup>th</sup> June 2025**

**Interview dates – 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> July [online and/or in-person]**

**Expected start date – immediate**