



## Job Description – Rapid Response

### POSITION TITLE: Senior Health Coordinator

#### PRIMARY PURPOSE OF THE POSITION

The American Refugee Committee (ARC) is currently recruiting for a Health Coordinator to lead ARC's efforts on reproductive health (RH) in the flood-affected regions of Pakistan. The Health Coordinator will be a member of the Rapid Response team, and will be responsible for conducting a rapid assessment in the affect areas (using the MISP assessment tool), developing concepts and proposals for new RH initiatives, participation in coordination meetings, and training of local staff.

ARC is recruiting urgently for this position, and the individual would be expected to deploy immediately. We are looking for a 1 month minimum commitment, with potential to extend 3+ months.

#### PRIMARY DUTIES/RESPONSIBILITIES

The Senior Health Coordinator is responsible for:

- Leading the ARC Health Team in conducting rapid assessments of primary and reproductive health needs in the affected areas (utilizing the MISP assessment tool).
- Participating in Health, Reproductive Health, and Protection cluster meetings.
- Assist the ARC Pakistan team in developing appropriate Health response initiatives (particularly looking at RH needs) and proposal writing.
- Meet with donors and relevant INGOs, national and local organizations to discuss RH needs, and explore potential partnerships for RH response efforts.
- Assist in identifying, training and supervision of local primary and reproductive health care staff.
- Establish and maintain a regular system of project evaluation and progress monitoring.

#### QUALIFICATIONS

- MPH degree preferred.
- 5-7 years of experience in managing and implementing health programs in complex emergency or post-conflict settings.
- Minimum of 3 years of staff management experience.
- Strong coordination and leadership skills with proven ability to work across multiple technical areas simultaneously, supporting multiple staff members.
- Emergency response proposal writing experience (familiarity with cluster systems, OFDA, CERF, UN donors).
- Solid familiarity with MISP and experience working on EmOC, FP, HIV-STI, GBV-Protection programs.
- Experience in representation and interaction with donors, government officials, international organizations, and NGO representatives concerning reproductive health issues and initiatives in complex humanitarian emergencies.
- The ability to be flexible in responding to multiple needs and issues concerning health.
- Demonstrated experience in conducting rapid health assessments.
- Preferred experience working in Central Asia (specifically Afghanistan, Pakistan).
- Strong computer skills including Microsoft Office.
- English fluency required; Urdu a plus.