

Public Health Advisor – Headquarters

Job Title

Public Health Advisor

Location

Amsterdam

Contract date

Starting as soon as possible

Reports to

Director Operations

1. GENERAL DESCRIPTION

The Dutch organisation HealthNet TPO is a knowledge-driven, non-profit organisation that works in areas disrupted by war, disasters and poverty. Working together with local populations the organisation focuses on assisting in the transition from emergency / humanitarian aid to sustainable health care development.

HealthNet TPO operates in 10 countries with more than 1.000 employees where it provides expert advice on and support in rebuilding and restructuring health systems, mental health, health financing and disease control. In addition HealthNet TPO conducts related social, epidemiological and medical research contributing to a better response to chronic crises worldwide. The Amsterdam head office employs approximately 30 FTE's and is responsible for the overall management of the organisation, financial management, monitoring and coordination of the projects, public health and research, human resources management, fundraising and communication.

The Public Health Advisor (PHA) is part of the Operational Department (OD) made up of technical advisors (2-3 public health advisors, 1 mental health advisor and 2 psychosocial care advisors), 4 portfolio managers, a proposal developer and the operational director. This department is responsible for the full project cycle and the management of the project and programme activities.

2. PURPOSE OF POSITION

As a member of the OD, the PHA will have primary responsibility for the quality and relevance of HealthNet TPO's health sector interventions in certain regions. This includes the full project cycle. The PHA will serve as the advisor to project and portfolio managers for public health related issues to ensure that projects meet agreed upon standards.

At all times, the PHA should facilitate the work of managers and key health programme staff in the field. With the portfolio manager, the PHA forms the functional 'country team', with the support of other technical advisors. The PHA will have to respond to specific requests from the field and will be involved in project identification, formulation, monitoring, evaluation and winding down or the closing of projects. The technical advice will be provided through open and regular contact (mostly e-mail/skype) and frequent visits to the project sites.

3. CORE RESPONSIBILITIES AND TASKS

- Identify opportunities for HealthNet TPO to provide meaningful assistance to the identified target groups and develop strategies as well as concrete project activities to capitalise on identified opportunities;
- Participate in the process of creating and acquiring projects ranging from: the identification of specific intervention and funding opportunities to development of project proposals, negotiating with relevant authorities, recruiting appropriate staff and supporting the start of actual project activities;
- Work with OD members to assure the preparation of work plans, reports and other documents required for the achievement of project results and arrange for workshops or sessions to revise work plans and achieve consensus;
- Ensure that the health strategies and interventions are evidence-based and implemented in a comprehensive and cost-effective manner;
- Provide on-going support and technical assistance to specific projects;
- Contribute to the development of a tailor-made and appropriate monitoring & evaluation (M&E) framework;

- Contribute to strategy development for the organisation (Annual Plan, Mid Term Policy), and organisational capacity development activities;
- Contribute to the development of organisational health sector strategies and policies;
- Contribute to the dissemination of HealthNet TPO's experiences by assisting in the development of publication and communication material, i.e. scientific papers, lectures, newsletters, leaflets, Annual Reports, or articles for newspapers/magazines, participation in seminars and conferences;
- Liaise, build and maintain relations with health institutions / health authorities, collaborating NGOs and other (international) organisations working in the health domain as well as relevant network agencies.

4. PROFILE

- All round public health expert with MPH or similar relevant post-graduate degree, with a good understanding of (global) public health issues and health systems strengthening in developing countries;
- Minimum of five years relevant experience working in developing countries;
- Excellent planning, communication and supervisory skills;
- Experience and skills in the identification and management of projects;
- Experience with information management and monitoring systems;
- Experience in networking and maintaining relationships in a management culture that is built on consensus;
- Fluency in English with proven proposal/ report writing skills;
- Preferably fluency in spoken French;
- Ambitious;
- Prepared to travel frequently and maintain a flexible work schedule.

For more information please contact our HRM department at HealthNet-TPO, Tolstraat 127, Amsterdam telephone number: 020-512 06 46 or email to recruitment@healthnettpo.org For more information on our organisation, please check our website: www.healthnettpo.org.

To apply please send your CV (maximum 4 pages) and motivation letter to recruitment@healthnettpo.org by July 26, 2010. When applying please include the following title in the email subject line: PHAHQ. Candidates selected for an interview will be requested to provide three references.