



JOB VACANCY

3 (three) Part - Time Local Field Coordinators

Place of work: Elbasan, Shkodër, and Korçë

Health for All is a Swiss Agency for Development and Cooperation project implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

Purpose of the Position:

In coordination with the HAP technical team, the Local Field Coordinators will be responsible for the coordination, implementation, and monitoring of HAP activities in the area for which the Field Coordinator is appointed. Activities are focused mostly but are not limited to implementation of home care services, new NCD protocols, guidelines on elderly people care and mental health, Peer Groups as well as accreditation of health centers.

Main Duties and Responsibilities

- Act as liaison officer for all project related activities in the respective coverage areas covered by Local Units of Health Care (Elbasan, Shkodër, and Korçë).
- Assists in the planning, and coordinate and monitor all HAP activities implemented in respective LUHC area.
- S/he oversees the logistics on the field ensuring the proper organization and set up of activities, including provision of information necessary for procurement planning, purchasing of goods and services and transport as per HAP regulations.
- Monitors the implementation of HAP activities in the respective LUHC area by attending each activity and ensuring related paperwork as per HAP finance and administration regulations.
- Assists Monitoring & Evaluation Officer to collect and ensure quality of data for M&E reporting for HAP purposes.
- Works with Communication Officer to assure visibility of activities by taking pictures during activities and facilitating communication with participants to gather testimonial statements.
- Ensures the security of staff, premises, materials, and assets during the implementation of HAP activities.
- Carries out other related duties as assigned by the Project Manager and/or technical team.

Expected output:

- Project activities at respective LUHC area are effectively implemented.

Required skills and qualifications:

- University degree, preferably in management, social sciences, health related fields.
- At least 5-year previous experience in project implementation
- Previous/current work experience with NGO
- Very good knowledge of logistics related standards, procedures, and practices
- Very good communication and reporting skills (written, oral) in Albanian and English language
- Availability to travel within the respective LUHC area and outside.

Contract Duration

- March 2023



The interested applicants must submit the following documents:

- 1- The updated CV, demonstrating at least 5 (five) years of experience
- 2- At least one signed reference including name, contact email address and phone number of the referees.
- 3- Letter of interest

The above documents must be delivered within **1st of September 2022, 4pm**, by e-mail on the below address:
info@hap.org.al

Note: Only the short-listed applicants will be contacted within the 15th of September 2022.