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| **JOB TITLE: Senior Clinical Officer-Sexual Reproductive Health and Rights (SCO-SRHR)** | |
| **LINE MANAGER:**  **Project Manager- GSK Healthy Women Healthy Workplace (PM-HWHW)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:**  **Nil** | **WORK LOCATION:**  **Phnom Penh, Country Office** |
| **TEAM: Socially Marginalised Women (SMW)** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE works with Socially Marginalised Women (SMW), targeting rural to urban migrants and the poorest and most disadvantaged communities in rural Cambodia. This work includes improving household livelihoods, educating migrants on their rights, improving rural health care services, and empowering workers to protect themselves from harm. | |
| **PURPOSE OF THE POSITION**  The Senior Clinical Officer- Sexual Reproductive Health and Rights will provide clinical oversight and support to reproductive, maternal and newborn activities at both community and facility levels in field offices. The SCO- SRHR will contribute to the SMW thematic areas of SRHR and provide technical support into overall program direction.  This position is based in Phnom Penh with regular travel required to other sites. | |
| **MAIN RESPONSIBILITIES**  **PARTNERSHIPS AND NETWORKING**   * Engage, liaise and maintain relationships with International Non-Government Organisation (INGO) project partners, key national and sub-national health departments/programs and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions; and * Participate in relevant national and sub-national meetings and develop professional networks amongst all stakeholders.     **PROJECT PLANNING AND IMPLEMENTATION**   * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Organise relevant meeting/training with key professional networks amongst all stakeholders under this project; * Provide support to PM-HWHW to establish the target groups in the selected communities; * Ensure the capacity strengthening of Traditional Birth Attendants (TBA’s) and health volunteers (VHSGs) so that they can implement their plans and reach their targets, including quality assessment and improvement; * Ensure the capacity strengthening of frontline health providers to work and monitor the VHSG/TBA’s in the selected communities; * Provide financial and narrative reports, tracking all financial transactions by assigned activity on monthly and quarterly bases and contribute to the writing of donor reports to a high standard; * Support the PM-HWHM to explore new opportunities for expansion of the project to ensure sustainability beyond the first year of programming; * Articulate ideas and actively contribute to the evolving direction of the SRHRproject through provision of technical advice based on knowledge, experience and analysis; * Provide ongoing coaching to partners; * Act as focal point for issues with regard to SRMH both within Phnom Penh and province in particular maternal health and midwifery and youth friendly services; * Maintain relevant learning and research related to HWHW activities. * Ensure the clinical capacity strengthening of frontline health providers through training, on-job coaching, supportive supervision, reflection meeting in selected health facilities; * In consultation with relevant line management, contribute in designing, developing, reviewing, revising training curriculum, lesson plan, IEC materials, technical teaching aid to ensure a meaningful participation, user-friendly and positive adoption by participants, following the national guideline and procedure; and * By consulting with Technical Advisor-SRMH and rights, contribute in consulting, developing and revising the national protocols, guidelines, and strategy.     **MONITORING EVALUATION AND LEARNING (mel)**   * Assist and coordinate the evaluation and project data collection, analysis and reporting activities, including reviewing activities and evaluating their effectiveness; * Conduct project monitoring during field visits and ensure timely submission of field reports to the line manager; * Participate in data collection for project evaluations, research and case studies; * Participate in quarterly, mid-term, and annual reflection workshops; * Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables; * Document SRHR project activities, processes, emerging models and lessons learned; * Contribute the technical inputs to produce the project materials in line with CARE branding guidelines in cooperation with communication team; and * Prepare the regular narrative reports and submit to PM for review and feedback and presentations for review by PM-HWHW.   **ADMINISTRATION**   * Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; * Ensure that CARE financial, human resources, administrative, and procurement procedures and policies are followed; * Maintain accurate and detailed files of project related documents; * Participate in regular team meetings; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).   **OTHER RESPONSIBILITIES**   * To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree in Public Health, Midwife, or equivalent and/or minimum 3 years relevant work experience in Clinical, preferably with an International Non-Government Organisation (INGO) and/or private company; * Good understanding of the health situation, government health services and their operation in Cambodia; * Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles, development of Information Education and Communication (IEC) materials; * Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Demonstrated good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills; * Demonstrated organisational and time management skills and ability to work under pressure and to organise and manage workload to meet deadlines; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Excellent communication skills in Khmer and very good oral and written English; and * Very good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. Ability to develop or design advanced excel or other database programs is an advantage. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |