In the context of the 2016-2020 strategic plan, we are looking for a

**Regional Coordinator – Health Programme, Asia**

**Position Start Date:** 1st of March 2018  
**Duration:** CDI  
**Salary class:** T  
**Location:** Dhaka - Bangladesh  
**Travel rate:** 20-30%  
Terre des hommes does not set closing dates for this position; recruitment is on-going until the position is filled.

**Contractual conditions:**  
Swiss salaried contract 4 100 CHF (~3 400 €) \(< \leq 5 300 \text{ CHF (~4 400€)}\) net salary/month according to experience \(\times\) 13, Annual Leave: 25 days per year. Contract includes also local accommodation and transportation, health and repatriation insurance, return flight.

**Context:**  
The program coordinators ensure the regional impact of Terre des hommes health projects and the quality of care. They take care of program management on a regional scale, ensure contextualization and coordinate integration into the region's matrix organization. They report directly to the Head of Health Program, and they lead and coordinate the development and implementation of the health strategy, in line with institutional directions, geographical contextualization, complementarity, collegiality, transparency and efficiency regional level.  
Countries to oversee are India, Bangladesh, Nepal, Myanmar and Afghanistan.

**Main responsibilities:**  
You are responsible for managing and carrying out a set of activities within the operational, thematic, administrative, financial or logistical domains, as well as for the corresponding technical support.

**Fonction details:**
1. Play a key role in the creation of the intervention strategy for the region and its implementation, in collaboration with the country representatives  
2. Contribute to the definition of a regional strategy for the Health Programme  
3. Provide leadership to national health teams and partners, ensuring all activities are of a high quality and respond to assessed needs  
4. Contribute to the design and development of projects including proposal writing and review, reporting to donors in line with thematic policies and strategies at country and regional level  
5. Lead and coordinate the expansion of national interventions in the region  
6. Plan activities or projects and oversee their implementation, and supervise the associated resources  
7. Support the delegation heads to seize new opportunities to operationalize the Health strategy  
8. Provide technical support directly to the delegations and – when not possible - ensure that technical support is available (including the establishment of a pool of experts)  
9. Contribute to the recruitment of national health staff  
10. Foster the correct communication and visibility of the projects and the foundation  
11. Help ensuring the correct flow of operational information within the delegation and with the headquarters (especially for institutional reporting) and contribute to knowledge management between HQ, Regional Offices and Country Offices  
12. Develop synergies with government institutions, the rest of NGOs and local organizations, and nurture a network of key players and partnerships  
13. Capture program indicators reporting information and facilitate production of management reports (dashboards, scorecards) at regional level  
14. Support research activities for the programme  
15. Undertake duty travel relating to project/programme assessment and implementation, liaison with counterparts, problem solving, and new project/programme development, as required.  
16. Coordinate regular health program assessments to identify opportunities for expansion and improvements in program effectiveness, efficiency and efficacy.
Profile:

Education: An advanced (para-) medical university degree or equivalent professional experience. A university degree in public health would be an asset.

Language: Fluent Knowledge of English (C1 level min) is a must.

Experiences:

- Financial acumen – experience in managing budget, preferably on a regional level. Skills in grantwriting / grant management and the search for institutional financing, with good knowledge of financial partners.
- Experience in coordinating and implementing health programs, preferably in NGO or international cooperation / humanitarian settings.
- Knowledge of the Asia region (India, Bangladesh, Nepal, Myanmar and Afghanistan).
- Experience in thematic advisory support to operational teams, and program team management.
- Experience in coordinating qualitative and quantitative research projects as well as action research projects.
- Skills in project cycle management, monitoring & evaluation are an advantage.

Aptitudes:

- Determination and proactivity.
- Collaborative attitude both inside and outside the department.
- Time and priority management, meeting deadlines punctually.
- Stress and emotions management.
- Excellent interpersonal skills for team work, including integrity, good judgment and diplomacy.
- Enthusiasm, reliability and independent self-starter attitude with strong decision making.
- Anticipation of risks and alert for management with proposed recommendations.

Child Safeguarding Policy

- Raising awareness within the Foundation on violence against children.
- Providing guidance to employees and others and defining expectations when it comes to preventing, raising, denouncing and responding to issues of child abuse.
- Reducing the risk of child abuse by selectively recruiting employees and others.
- Reducing the risk of child abuse by developing a culture of open and informed leadership within the organization and in our work with children.

We offer an exciting and varied work, useful and meaningful, in a team that wants to make a difference for vulnerable children.

Are you interested? Do you want to face this challenge?

Procedure:

Please postulate on our website: [www.tdh.ch/en/jobs](http://www.tdh.ch/en/jobs)

We will only consider complete online applications corresponding to the required profile.

Your application must include a complete CV and a covering letter. If you are not shortlisted, your file will be destroyed by us, according to the rules on data protection.

If you face difficulties in applying online, please contact our HR department: rh@tdh.ch

Terre des hommes provides equal working conditions for men and women. Furthermore, for candidates with equivalent qualifications and for positions with responsibilities, applications from women are strongly encouraged.

The recruitment and selection procedures of Terre des hommes reflect our commitment for child security and protection.