



Job Description Health Coordinator (Rehabilitation Training and Capacity Building)

Background

World Education, Inc. (WEI) has been operational in the Lao PDR since 1992. WEI has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Disability Inclusion, Explosive Ordnance Risk Education, Capacity Building, and Economic Development. Current projects include:

1. **USAID Okard:** Promotes the independence and functional ability of persons with disabilities through equal access to health and social services, partnering with the public and private sectors to support persons with disabilities in the areas of health, economic empowerment and stakeholder engagement.
2. **Lawang:** Explosive Ordnance Risk Education (EORE): Keeps children safe from unexploded ordnance (UXO) by integrating EORE lessons into the national primary and secondary school curriculum, and creating EORE messages and platforms for non-formal education and community engagement.
3. **War Victims Medical Fund:** Provides critical financial support to survivors of UXO accidents including immediate and ongoing medical care, as well as funeral costs in case of death.
4. **Capacity Building to local education organization:** Builds the capacity of a local organization to develop sustainable monitoring, evaluation, and project management systems so that it effectively implements literacy promotion activities.

In implementing these activities, World Education works in partnership with relevant Government of Lao PDR agencies including the Ministry of Health, Ministry of Education and Sports, Ministry of Labour and Social Welfare, Ministry of Industry and Commerce, National Regulatory Authority and Ministry of Foreign Affairs. To learn more visit us at www.worlded.org or www.laos.worlded.org

The USAID Okard (ໂອກາດ) Activity (Phase II) is a 4-year project (October 2023 – June 2027), following on from Phase 1 (October 2017 - September 2023), managed and implemented by World Education. Okard intends to improve and sustain the independent living and functional ability of persons with disabilities, regardless of factors such as age, sex, gender, ethnicity, and their households in Lao PDR. Phase I was completed in three target provinces – Central level, Xieng Khouang, and Savannakhet. Phase II will be implemented in four target provinces - Central level, Xieng Khouang, Sekong, and Savannakhet.

Responsibilities

The Health Coordinator (Rehabilitation Training and Capacity Building) will be responsible for the following:

1. Lead work planning, monitoring and reporting for the health component with support of Health Manager (DHR):

- Work with CMR, UHS and COPE on drafting annual work plans and ensure they are finalized in a timely manner and given to the Deputy Project Manager for inclusion in the overall Activity yearly work plan.
- Support the MEL Manager on the development of Internal M&E plans and regular MEL reporting with MOH.
- Support submission of quarterly CMR work plans and other relevant documentation as requested by the CMR Director or CMR Steering Committee.
- Maintain close working relationships (in person, phone and/or email) with CMR, UHS and COPE according to the signed Health MoU, annual work plans and budgets:
 - Ensure CMR, UHS and COPE are following their work plans and making progress toward objectives in a timely manner.
 - Support COPE and Deputy Project Manager and Finance manager to ensure compliance against USAID regulations and financial management best practices.
- Support the Health Manager to organize and facilitate regular internal health work plan meetings with the Senior Technical Advisor (Health and CBID) including Deputy Project Manager and Deputy Chief of Party when required.
- Organize quarterly technical meetings with COPE with the Senior Technical Advisor (Health and CBID) to review work plan implementation and include DPM, DCOP or COP to meetings as required to discuss any other sub-grant matters.
- Monitor CMR, UHS and COPE budget expenditures and projections on a regular basis in close collaboration with the Finance Manager and Deputy Project Manager.
- Monitor CMR, UHS and COPE project activities through close coordination with the MEL team, ensuring that project learning is being incorporated at all levels.
- Prepare purchase requests and related supporting documentation for Health procurement (goods/ services) with support from Senior Health and Rehabilitation Officer as required and submit to the Procurement Officer.
- Organize and facilitate the USAID Okard Health Technical Management Committees in coordination with the Health Manager (DHR) and Senior Technical Advisor (Health and CBID) as it relates to CMR, UHS and COPE activities.
- Prepare and submit relevant Health reports to the Deputy Project Manager to complete the 6-month IMC report for MoH, including preparation of the 6-month work plan submitted to the IMC.

2. Support the Senior Technical Advisor (Health and CBID) to provide technical guidance to CMR and UHS as follows:

- Coordinate with CMR and UHS to obtain relevant MoH strategies, policies, protocols or plans and provide overview and analysis (if English version not available) so the STA can understand the MOH system.
- Provide advice to Senior Technical Advisor, CoP, DCOP and other Okard staff on best strategies and methods to engage and implement activities with CMR and UHS.

- Provide translation during technical meetings and during monitoring trips with CMR and UHS so the STA and other Okard staff can participate in meetings and follow discussions.
- Support preparation of agendas, PowerPoints or other health documents in close collaboration with the Senior Technical Advisor as and when needed.
- Support translation of technical documents into Lao Language (either check project Translator's work or translate directly as needed).
- Assist to schedule regular meetings with CMR and UHS leadership and help facilitate discussion led by the CoP, DCOP, STA or Health Manager as appropriate.

3. Support CMR, UHS and external trainers to provide rehabilitation training:

- Support coordination, planning and development of training curricula, handbooks and training materials with CMR and UHS and delivery of pre-service and in-service rehabilitation training as appropriate.
- Support UHS to coordinate with provincial health departments and DHR for the planning and organization of internal scholarships at FMT.
- Support coordination and planning with External Trainers (Thai Universities, Consultants) and MoH for implementation of external scholarships and short course rehabilitation training in Laos or in other countries.

4. Support the Health Manager (DHR) and Senior Technical Advisor (Health and CBID) to plan and facilitate Health Technical Management Committee (TMC) meetings:

- Provide regular presentation and analysis of CMR, UHS and COPE activities and recommendations to guide technical discussions and evidence-based decisions on implementation of the health component.
- Support completion of meeting notes on key discussion points and actions, and follow-up to ensure actions are completed post-meeting.

4. Environmental Compliance

- Coordinate the implementation of actions from the USAID Environmental Mitigation and Monitoring Plan (EMMP) related to accessibility and construction at rehabilitation centers and UHS:
 - Prepare Environmental Risk Guidance Plans (ERG) and ERG completion reports, in coordination with Senior Technical Advisor (Health and CBID)
 - Submit ERGs and related reports to DCOP / DPM for approval by USAID AOR and Regional Structural Engineer.
 - Track related construction expenditures and submit to DCOP/ DPM for consolidation and reporting to USAID.
 - Contribute information and data to prepare the USAID Quarterly Report Environmental Compliance section
 - Ensure any contractors (doing accessibility audits) or construction work are aware of and follow any required ERG actions and report on them
 - Conduct spot checks of work completed under ERGs to ensure compliance of local contractors

5. Networking

- Support coordination and regular meetings of the Informal Rehabilitation Actors group.
- In coordination with the Okard Communications Team, generate ideas for content (with accompanying images) for JSI/WE blog posts, WE Laos Facebook posts, WE Laos website

updates, newspaper articles, in addition to inputs for communications materials submitted as part of the Okard Quarterly/Annual Progress Reporting submitted to USAID.

6. Knowledge Management/ Other:

- Knowledge management: Manage all documentation relating to CMR, UHS and COPE work plans ensuring that all documentation saved is final, comprehensive, updated and accessible to those who need it (in google drive AODOCS).
- Support compliance with JSI/ WEI Child Safeguarding Policy in coordination with USAID Okard Child Safeguarding Focal Point.
- Support implementation of GIDAP and SBCC Strategy by taking concrete and relevant actions connected to the health component as advised by the Gender and Inclusion Officer and Communication and SBCC Manager.

Reports to:

- **Health Project Manager**

Direct reports

None

Required Skills and Experience/ Competencies:

- A bachelor degree in health sciences, public health, social sciences, development, or a related field required;
- A minimum of 5 years of professional experience;
- Extensive experience implementing and/or managing health projects with the Ministry of Health;
- Extensive experience in work plan development, and budget management;
- Experience being a trainer/ coach/ mentor, organizing training;
- Ability to multi-task and keep track of many activities, and people simultaneously with strong attention to detail;
- Ability to work effectively and efficiently in a fast paced and at times high stress work environment;
- Ability to work with a variety of people with different levels of experience and education;
- Good interpersonal and communication skills to work effectively in a team, a team player who takes initiative and is a problem-solver;
- Ability to creatively solve problems and flexibility to adapt to changes in situations and project plans;
- Excellent oral and written communication skills in both English and Lao;
- Excellent computer literacy skills using computers and/or smartphone/tablet;
- Proficiency in all Microsoft Suite (i.e., Word, Excel, PowerPoint), Google suite, Adobe suite or related software required;
- Able to travel to project sites and partner offices for monitoring visits;

Additional desirable skills/ experience:

- Physiotherapist, doctor or other allied health professional preferred;
- Experience working on USAID or other US-government-funded projects an advantage;