



## Vacancy Announcement

PPHI-Balochistan, a company registered under section 42 of the Companies Ordinance, 1984 Now Companies Act 2017 requires services of dynamic & highly motivated candidates for the position of **District Support Manager** in People's Primary Healthcare Initiative –Balochistan.

### JOB Details:

Type	Description
<b>Job Title</b>	District Support Manager
<b>Category</b>	Field Operations and Health service Analysis
<b>Job Type</b>	Contract
<b>Job Location</b>	at District level
<b>Gender</b>	Doesn't matter
<b>Prescribed Qualification</b>	MBBS, Masters in Social Sciences or MPH from the recognized institution or Masters in economics or management sciences,
<b>Career Level:</b>	Manager
<b>Minimum experience:</b>	5 to 7 years in relevant sector
<b>Apply by</b>	21 <sup>st</sup> January, 2021

### Skills Required:

- Ability to write high quality reports, persuasive letter , proposals and monitoring reports , minutes etc
- Sound orientation of external environment specifically the organizational processes.
- Sound project and budget management skills.
- Proven ability to manage diverse team of professionals with good communication and interpersonal skills and ability to motivate / lead staff.
- Experience of working in partnership with government, vertical programs, local NGOs , /CBOs;
- Effective networking skills and ability to coordinate with different stakeholders;
- Proactive, participatory and result orient approach to work;
- Excellent communication and change management skills;
- Fluency in written and spoken English in addition to local languages;
- Detail-oriented and excellent at multi-tasks, able to work with short deadlines and performs well under intense pressure;
- High degree of independence, creativity and ability to motive
- Willingness to travel extensively to the field.
- Good command of MS office.
- Commitment to work with and for Health workers.

### Job Description / Terms of Reference:

- Liaison with Health tier at the district level, district government, vertical programs for the effective implementation of PHC strategies of PPHI-Balochistan.
- Being Head of the District Support Units (DSU), responsible for the management of Health Facilities (HFs) under PPHI-Management.
- Being responsible for the regular Monthly Review Meetings (MRMs) by involving all stake holders.
- Responsible for the implementation of District Work Plans(DWPs).

- Responsible for the regular supply of medicine from the medicine warehouse of District Support Unit to respective Health Facilities (HFs) as per PPHI-protocol.
- Responsible for supervising the infrastructural improvement plans / schemes being proposed and implemented by DSU as a regular feature.
- Regular monitoring and reporting of the Health Facilities as per schedule and as per protocol of PPHI-Balochistan. Supervise and ensure achievements of the program objectives as contained in the organization proposal and respective agreements.
- Ensure that effective monitoring systems are being used and data analyzed for program improvement, transparency, accountability and measurable impact of all activities.
- Responsible for timely submission of quality reports and data required from time to time by the Head Office.
- Conducting regular Social Support Group(SSG) meetings and Sessions ( School/ Madrassa Health Sessions (SHSs)& Community health Sessions(CHSs)
- Identification of gaps in Basic Health Units in terms of PHC services, infrastructure and Human Resource.
- Ensuring the presence of Human resource (Regular and contract both) at the Health Facility level under the jurisdiction of District Support Unit.
- Maintain strong and cordial coordination with District Health Officer, incharge / heads of various vertical programs on health and other stake holders for better and smooth implementation of the Company's health initiatives.
- Responsible for the financial management operations in District Support Unit.
- Well conversant with PPHI rules and regulations and fulfillment of the same by completing all codal and procedural formalities
- Responsible for the maintenance of PPHI-asset and as well as vehicles to be used for official purposes as per organizational SOPs.
- Responsible for the improvement of Health indicators and accurate reporting of the same to the quarters concerned.
- Technical support in finalization of development schemes ( i.e. Reserves for Improvement Schemes (RFI).
- Supervise administration and finance related activities to ensure compliance with organizational requirements.
- Assist in identification of needs and opportunities for program activities , facilitating in designing and development of proposals to explore new initiatives
- Ensure compliance with organization Manual in all the processes.
- Detailed Terms of Reference can be obtained from the Head Office of PPHI-B.

**Note:**

- Only short listed candidates will be called in for Test/Interview against the available vacancies.
- No TA/DA is admissible.
- Government Employees must apply through proper channel.
- CV received at [hr@pphib.org](mailto:hr@pphib.org) will be considered only.
- The last date for submission of CVs is **21<sup>st</sup> January, 2021.**

**Human Resource Section**

**Head Office PPHI-Balochistan**

**8-A, Jinnah Town Samungali Road, Quetta.**