



Vacancy Notice No. 2019-KHM-004

Terms of Reference

Assignment Title:	National Programme Associate – Midwifery
Duty Station:	Ministry of Health
Duration	August 2019 to July 2020, with possible extension
Post Level	SB3
Type of Contract	Service Contract
Closing Date for Application:	27 June 2019 (12 Noon, Phnom Penh Time)
Starting date of Assignment:	01 August 2019

1. PURPOSE OF THE SERVICES

Under the direct supervision of the Sexual Reproductive Health Programme Specialist and the guidance of the Director of the Department of Human Resources Development of the Ministry of Health, the National Programme Associate – Midwifery will provide basic technical, administrative, logistics and administrative assistance to the Department of Human Resources Development of the Ministry of Health, the Consultative Working Group, and Technical Working Group for the Midwifery Curriculum Update. Major emphasis will be placed on assisting the Ministry of Health in updating midwifery curricula (the Associate Degree in Midwifery – ADM, and the Bachelor of Sciences in Midwifery – BSM), monitoring the implementation of the updated curricula, and other midwifery related works. The National Programme Associate – Midwifery will be based at the MoH, the Department of Human Resources Development. If there is a need, s/he will also spend sometimes working at UNFPA Office.

2. SUPERVISION AND WORKING ARRANGEMENT

The National Programme Associate - Midwifery will report to the Sexual Reproductive Health Programme Specialist of UNFPA, and the Director of the Department of Human Resources Development of the Ministry of Health. S/he will also work closely with other departments, universities, national programmes of the Ministry of Health, and other stakeholders.

3. SCOPE OF WORK

The National Programme Associate - Midwifery will perform the following tasks:

A. Provide administrative and logistics support to the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update

Under the guidance of the chairs of the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update, the National Programme Associate – Midwifery will assist in:

1. Preparing for the meetings of the two working groups;
2. Coordinating with different stakeholders;
3. Preparing documents and references for the meetings;
4. Preparing notes and decisions made by the two working groups;
5. Updating the meetings on the actions taken and progress from one meeting to another.

B. Provide technical and administrative assistance to the Department of Human Resources Development and the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update

Under the guidance of the Director of the Department of Human Resources Development and chairs of the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update, the National Programme Associate – Midwifery will assist in:

1. Seeking regional and global references from different sources and stakeholders/partners;
2. Filing systematically the regional and global references for the working groups to refer to;
3. Preparing and translating relevant sections/parts of the regional and global references for the Technical Working Group to refer to during its technical meetings;
4. Presenting such sections/parts from the regional and global references to the technical meetings to get guidance and decisions.

C. Provide secretary and technical assistance to the Consultative Working Group and the Technical Working Group for the Midwifery Curricula Update

Upon the guidance and decision made by the chairs of the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update, the National Programme Associate – Midwifery will assist in:

1. Preparing text in the curriculum format as guided by the HRD/MoH and the Working Groups;
2. Collecting text books, teaching materials, tools, etc to be used as references for relevant universities and institutions;
3. Translating relevant documents for references to the Technical Working Group;
4. Verifying and cross-checking English and Khmer versions of different documents including the curricula;
5. Liaising with national and international stakeholders to get technical inputs and references.

D. Provide assistance to the Department of Human Resources Development in monitoring the implementation of the updated curricula

Under the guidance of the Director of the Department of Human Resources Development, the National Programme Associate – Midwifery will assist in:

1. Documenting the progress of the implementation of the newly updated curriculum(s) by all educational institutions;
2. Seeking advice from the Director on how to ensure full compliance with the updated curriculum(s).

4. MONITORING AND PROGRESS CONTROL

The incumbent is under the direct supervision of the Sexual Reproductive Health Programme Specialist of UNFPA and the Director of the Department of Human Resources Development of the Ministry of Health. S/he will also provide administrative, logistics and secretariat assistance to the Consultative Working Group and the Technical Working Group for the Midwifery Curriculum Update. S/he will report progress to the Consultative Working Group during its routine meetings, the Director of the Department of Human Resources Development of the Ministry of Health, and UNFPA.

5. EXPECTED TRAVEL

- The duty station is at the Ministry of Health, Department of Human Resources Development.
- Field visits outside of Phnom Penh are not currently envisaged. If the need arises, then UN DSA rates will be applied.

6. QUALIFICATIONS AND EXPERIENCE

Education

- Medical professional education background with additional training in public health, midwifery education background is preferable.

Knowledge and Experience

- Minimum 3 year- experience in midwifery education, training, and/or curriculum development;
- Demonstrable knowledge and experience in health sector and health professional education in Cambodia;
- Experience in coordinating meeting and workshops;
- Demonstrable knowledge and experience in minutes taking and report preparation;
- Demonstrable sound experience in establishing and maintaining relationship and partnership with different stakeholders;
- Fluency in oral and written English and Khmer;
- Computer literacy, mainly MS Word/Excel, and PowerPoint

Core Competencies

- Ability to work within a team structure or independently, be flexible, and cope with stressful conditions;
- Strong interpersonal skills and the ability to work within different cultural environments;
- Excellent verbal and writing skills in English and Khmer are required.

7. SERVICES TO BE PROVIDED BY UNFPA

- The MoH/UNFPA will provide an appropriate work space and other administrative support to the incumbent to perform the tasks during the assignment.
- Access to a work space with available facilities at UNFPA office is also possible if deemed necessary.

HOW TO APPLY:

Applicants with the required qualifications and experience should submit a written letter of application, a copy of curriculum vitae (CV), completed UN P11 form (<http://cambodia.unfpa.org/en/vacancies/un-p11-personal-history-form>), relevant education certificates, and the names and contact information of three references.

Applications should be addressed to UNFPA Representative.

Attention: Operations Manager, Phnom Penh Center, North Building, 5th Floor Room 526, Sothearos Blvd. Sangkat Tonle Basac, Khan Chamkar Mon, Phnom Penh, Cambodia

Email: cambodia.office@unfpa.org

For further details, please refer the attached detailed announcement and also at UNFPA website <http://cambodia.unfpa.org/>

Note: UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post. Only those candidates who meet all qualifications and experience will be contacted for further consideration.

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