



Doctors Aid for Medical Activities (DAMA) Organization

منظمة اطباء مساعدون للنشاطات الطبية

Vacancy Announcement

Vacancy Title	Clinic Manager (PHCC Manager)
Number of Posts	2
Type of Contract	Employment
Duration of Contract	2 Month (Extendable)
Duty Area(s)	Nineveh Governorate
Posting Date	21/8/2019
Closing Date	25/8/2019
Recruitment Type	Urgent

ABOUT US

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq under the decree of the directorate of NGOs registration in Kurdistan & the Federal Government of Iraq, on the basis of serving, supporting, and motivating the surrounding community and the internally displaced people in Iraq. DAMA aims to provide high quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

JOB PURPOSE

- Facilitate emergency and cold case referrals to appropriate referral hospitals
- Follow up staff attendance in the PHCC, leave request, and prepare monthly schedule of the staff.
- Request the needed medical and non-medical supplies needed for the PHCC on monthly base.
- Monitoring of the PHCC structure, facilities, supplies , and make the request needed for specific services.
- Provide monthly report to the program manager / project manager about the progress of work.
- Conduct feedback mechanism from the beneficiaries and suggest the actions needed to improve medical services in the PHCC.

- Conduct quality assurance assessment each month, and share the results with the Program manager/Project manager.
- Monitor medical waste segregation process and follow up the transportation of the medical waste to the incinerator in coordination with DoH.
- Manage and facilitate ambulance movement to and from the Camp
- Follow up referred patients to ensure that appropriate services are received in the receiving facility and discharge beneficiaries are assisted for return to the camp
- Participate in camp coordination meetings
- Participate in relevant trainings
- Facilitate necessary documentation such as approvals, requests or support letters for additional services or needed medical commodities from DOH
- Maintain records on referrals which includes but not limited to reason for referral, receiving facility and outcome of referral
- Maintain ambulance and paramedic attendance logbook as well as the rest of the medical staff of the PHCC
- Other duties as allocated by the Program Manager from time to time associated with project requirements.

PERSONAL QUALIFICATIONS

- Fluent in English, Arabic
- Bachelor's Degree in Medicine and General Surgery (Doctor)
- Minimum 3 years of experience in medicine and medical staff management
- Previous experience in a similar position, ideally within NGOs/INGOs is preferred.
- Good computer skills (emails, typing, usage of printers, etc)
- Ability to manage medical staff properly.
- Ability to work hard, under stress, to take initiative

HOW TO APPLY

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked "**Clinic Manager – Nineveh**" to jobs.dama.iraq@gmail.com no later than **(24/8/2019)**.

DAMA reserves the right to recruit any suitable one before the above dead line for application. Only CVs with Word or PDF format will be accepted