Terms of Reference

Tropical Health and Education Trust “THET”.

Position: In-country support for Logistics and Procurements.

Location: Turkey/Gaziantep, with possibilities of trips to Northwest Syria and abroad.

Project Name: Upskilling and Future-proofing human resources for health and enhancing health governance for Universal health coverage and better-quality care —UFUQ.

Project Duration: 46 Months.

Gross Salary: 1656 Euro.

About THET:

One billion people will never see a qualified health worker in their lives. For over thirty years, THET – www.thet.org - has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past seven years alone, THET has reached over 84,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions and UK health workers who have contributed over 60,000 days of their time as volunteers. The programme has contributed to more effective and efficient health systems in low- and middle-income countries (LMICs).1 It also benefits the UK health sector through improved health professional competencies, motivation, health service innovations and global influence.2 THET’s work is rooted in the Health Partnership Model. Health partnerships are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

UFUQ project overview:

The UFUQ project is led by THET in collaboration with the Syrian Development Center (SDC).

The project is strategically designed to uplift the health conditions of the Syrian population. It addresses critical elements of health workforce management and medical education in North West Syria, aiming for a transformative impact on health outcomes in the region.

Empowering Health Workforce:

UFUQ seeks to empower health workforce actors, including SBOMS, to actively contribute to the efficient management of the health workforce. This involves elevating institutional capacity, refining organizational structures, enhancing business capacities, and fostering the development of fundraising and income-generating services.

Evidence-Informed and Harmonized Health Workforce Strategy:
The project endeavors to ensure that the health workforce strategy in northern Syria is not only evidence-informed but also harmonized across relevant actors. This includes strengthening the harmonization of the health workforce system and deepening understanding regarding workforce status, priorities, and challenges in Northern Syria.

**Specialized Medical Education Enhancement:**

UFUQ aims to enable targeted specialties in North West Syria to play a pivotal role in advancing medical education and practice. This encompasses a comprehensive review, update, and rollout of curricula, teaching, and assessment materials in emergency medicine, obstetric gynecology, and anaesthesiology. Additionally, the project focuses on strengthening capacities in medical education, clinical/CPD areas, English language proficiency, research skills, and fostering scientific collaboration among faculties and residents.

Rooted in the UFUQ philosophy, this intervention believes that by fortifying health workforce governance, enhancing strategic health systems, and upskilling specialized medical education, the overall quality and accessibility of health services will be markedly improved. The UFUQ project envisions a transformative approach contributing to the broader goal of achieving universal health coverage and delivering better-quality care in North West Syria.

**Responsibilities:**

As the In-Country Support for Logistics and Procurements reporting to the Country representative, will have the following key responsibilities:

- Facilitate logistics for the program, including travel arrangements, meetings, and other project-related events.
- Ensure that logistics are in line with project requirements and adhere to relevant policies.
- Coordinate with stakeholders, including project team members, stakeholders, and partners, to ensure seamless logistics support.
- Act as a point of contact for logistics-related queries.
- Conduct procurements related to in-country activities, ensuring compliance with relevant policies and procedures.
- Collaborate with the In-Country Representative and other team members to identify procurement needs.
- Manage visa processes for stakeholders, ensuring timely and accurate documentation.
- Maintain an organised system for tracking and managing relevant documentation.
- Lead on logistics for in-country program events, including workshops, meetings, and training sessions.
- Ensure that all logistical arrangements contribute to the success of program activities.
- Ensure adherence to all relevant procurement and logistics policies.
- Keep abreast of any changes in policies and procedures and communicate these changes to the project team.
- Establish and maintain effective communication channels with the THET Operations Department at the headquarters in the UK.
- Provide regular updates on logistics and procurement activities, highlighting any challenges or deviations from the plan.
- Collaborate with the Operations Department to align logistics and procurement strategies with THET’s overarching policies and procedures.
- Seek guidance and support from the Operations Department when needed, ensuring a streamlined flow of information and coordination between the in-country team and the UK headquarters.

**Requirements:**

- Bachelor’s degree in a relevant field, such as Business Administration, Logistics, or a related discipline, is preferred.
- Proven experience in logistics and procurement roles within the context of development projects.
- Familiarity with procurement processes and regulations.
- Excellent written and verbal communication skills in English and Arabic.
• Ability to communicate effectively with a diverse range of stakeholders.
• Understanding of procurement processes, including sourcing, negotiation, and contract management.
• Familiarity with relevant procurement software and tools.

**Application:**

Kindly fill out the application:  [https://forms.office.com/e/D5wsTYwhnL](https://forms.office.com/e/D5wsTYwhnL)

and, share your resume and cover letter to: jobs@thet.org, cc'ing ahmed.mbayed@thet.org and Jessica.Fraser@thet.org.