



Labor Contract Opportunity - EQHA Regulation & Accreditation Specialist

The International Training and Education Center for Health (I-TECH) at the University of Washington is recruiting for a **Regulation & Accreditation Specialist** to work with the Enhancing Quality of Healthcare Activity (*EQHA*) project in Cambodia.

Project Overview:

The overall goal of the *EQHA* project in Cambodia is to improve the quality of public and private health services at national and sub-national health systems by August 2023. The project, funded by the US Agency for International Development (USAID), is being implemented by Family Health International (FHI360) in collaboration with I-TECH and other partner organizations. The scope of work for I-TECH is focused on improvements to 1) the national health policy regulatory framework; and 2) national pre-service health education and training institutions. I-TECH has an outstanding opportunity for a **Regulation & Accreditation Specialist** to support the project. The main role for this position is to provide technical, project management and administrative support to provincial and national Health Profession Councils and the Joint Secretariat of Health Profession Councils, and provide administrative and project management support to the Accreditation Working Group established to explore a health care facility accreditation program in Cambodia. This position will work closely with both Cambodia-based *EQHA* staff, and the *EQHA* I-TECH HQ team based in Seattle, WA, USA.

Employer overview:

I-TECH is a center within the University of Washington's Department of Global Health and maintains 13 offices in Africa, Asia, Eastern Europe, and the Caribbean Region. I-TECH's worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations (NGOs), medical facilities, and other organizations to support the development of a skilled health work force and strong national health delivery systems. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases. For the *EQHA* project, the Cambodia-based I-TECH team are labor contractors, hired by and paid through a local third-party human resources vendor. The **Regulation & Accreditation Specialist** will be based in Phnom Penh in the Cambodia Country Office of FHI360.

Responsibilities:

- Provide project management and administrative support to National Health Profession Councils and their Joint Secretariat
- Support implementation and monitoring of system strengthening and business plans developed by Health Profession Councils and their Joint Secretariat
- Support implementation and strengthening of data systems used by Health Profession Councils and their Joint Secretariat to manage cadres under their supervision
- Coordinate technical assistance provided to Health Profession Councils and their Joint Secretariat from Seattle-based I-TECH HQ and other *EQHA* partners
- Work directly with key I-TECH *EQHA* project staff in Cambodia to provide efficient coordination and ensure timely implementation of project activities

- Assist local Program Coordinator to develop and submit regular status reports according to targets of the project activities
- Participate in regular meetings via Skype, Zoom or conference calls with project staff
- Travel regularly to provincial health profession councils to support and monitor implementation of system strengthening plans, business plans and data systems
- Conduct and/or document interviews with key stakeholders in support of situational analyses regarding potential regulatory strengthening and public health training strengthening interventions
- Provide administrative and project management support to the health facility Accreditation Working Group (AWG), including scheduling meetings, preparing minutes, sending meeting invitations, preparing meeting materials, and preparing conference lines for meetings or virtual meeting connections (e.g., Zoom or Skype)
- Provide project management support to the AWG including working with AWG members to prepare work plans, monitoring work plans, and coordinating consultations with experts or stakeholders
- Work with the Professional Councils and Ministry of Health to support developing, implementing and enforcement of the new regulatory law; the regulatory functions of registration and licensure, professional codes, standards and norms; and management of complaints of health performance and professional conduct of health professionals

Qualifications:

- a) Bachelor’s degree in medicine, nursing, business, program administration, or a related field preferred.
- b) Must have at least 3 years’ experience in project or program management.
- c) Knowledge of project management tools and techniques to plan, schedule, implement, operational projects desirable.
- d) Skills in coordination, communication, and developing relationships with colleagues
- e) IT Skills – MS PowerPoint, Word, and MS Excel .
- f) Language requirements - Speaking/Reading/Writing of Khmer is required.
Speaking/Reading/Writing English is required.

Contract rate: Negotiable upon qualifications, benefits included.

Contract Terms: 1 year contract, requiring approximately 176 hours (22 days) days of effort per month.

Guidance for Application

Interested candidates must submit the following, in English or the application will not be considered.

- a) Cover letter describing their interest including past experience and future goals;
- b) 3 professional references;
- c) Curriculum vitae;
- d) Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements as listed above.

SUBMIT APPLICATIONS TO: eqha@itech-cambodia.org with the title (**EQHA Regulation & Accreditation Specialist**) in the subject line. Preference will be given to applications received by **January 11, 2019.**