



## **Labor Contract Opportunity - EQHA Assistant Pre-Service Education and Training Specialist**

The International Training and Education Center for Health (I-TECH) at the University of Washington in Seattle, USA, is recruiting for one or more **Assistant Pre-Service Education and Training Specialists** 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 professions training institutions. The **Assistant Pre-Service Education and Training Specialist(s)** will provide project management and administrative support to the lead Pre-Service Specialist and to national pre-service training institutions. He/she will help the *EQHA* pre-service team to build the capacity of supported pre-service institutions to deliver high quality educational programs to healthcare workers in training. In addition to working with the pre-service team, the person(s) in this position will work closely with Cambodia-based *EQHA* staff and the *EQHA* I-TECH team based in Seattle.

### **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 systems strengthening, including laboratory strengthening and development of health information systems; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases. The Cambodia-based *EQHA* team for I-TECH are labor contractors (outsourced employees), hired by and paid through a local third-party human resources vendor. The Assistant **Pre-Service Education and Training Specialist(s)** will be based in Phnom Penh, working from the Cambodia Country Office of FHI360.

### **Responsibilities:**

- Collaborate with the I-TECH pre-service team lead and others to support efficient coordination of activities and events and to ensure timely implementation of project activities in Cambodia;
- Cooperate with FHI360 and its partners in Cambodia to represent *EQHA* and implement project activities in country;
- Assist with coordination and completion of I-TECH assessment and planning activities in Year 1, including support for a rapid assessment of information systems used to track health worker pre-service and in-service training experience;
- Assist with refinement of the pre-service work plan based upon assessment findings and guidance from stakeholders;
- Build positive relationships with *EQHA* partners and stakeholders in government and targeted national public and private pre-service institutions;
- Support technical assistance provided to national pre-service partners;

- Support instructional design and training activities from the workplan;
- Assist the local Program Coordinator and lead Pre-Service Training Specialist to develop and submit regular status reports on the progress of project activities;
- Participate in regular meetings via Skype, Zoom or conference call with Seattle and other *EQHA* partners; and
- Travel regularly to support training and technical assistance and to monitor implementation of pre-service strengthening activities in targeted geographic regions/locations.

**Qualifications:**

- a) Bachelor’s degree in health education; instructional design; training; medicine, nursing, pharmacy or another healthcare discipline; program administration; or a related field.
- b) At least 2 years of experience in a health education and training environment, with some project coordination experience.
- c) Knowledge of instructional design and training as they relate to clinical education.
- d) Ability to use project management tools and techniques to plan, schedule, and implement projects.
- e) Skills in coordination, communication, and developing relationships with colleagues.
- f) IT skills such as PowerPoint, Word, and Excel.
- g) Fluency in speaking, reading, and writing Khmer (required).
- h) Fluency in speaking, reading, and writing English (required).

**Contract Rate:** Negotiable upon qualifications, plus benefits.

**Contract Terms:** One 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 in the position, including past experience and future goals;
- b) Names of three professional references;
- c) Curriculum vitae; and
- d) Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements listed above.

**SUBMIT APPLICATIONS TO:** [eqha@itech-cambodia.org](mailto:eqha@itech-cambodia.org) with the title (**EQHA Pre-Service Education and Training Specialist**) in the subject line. Preference will be given to applications received by March 25, 2019.