



Labor Contract Opportunity

EQHA Assistant Regulation & Accreditation Specialist

The International Training and Education Center for Health (I-TECH) at the University of Washington is recruiting for an **Assistant 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 regulatory framework; and 2) national pre-service health education and training institutions. I-TECH has an outstanding opportunity for an **Assistant Regulation & Accreditation Specialist** to support the project. The main role for this position is to provide technical, project management and administrative support to the EQHA Regulation and Accreditation team, and support project implementation. 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 **Assistant Regulation & Accreditation Specialist** will be based in Phnom Penh in the Cambodia Country Office of FHI360.

Responsibilities:

- Provide project management and administrative support to the EQHA regulation and accreditation team
- Assist in the implementation of the EQHA Regulation and Accreditation work plan
- Coordinate technical assistance provided to Health Profession Councils and their Joint Secretariat from Seattle-based I-TECH HQ and other EQHA partners
- Assist to develop and submit regular status reports according to targets of the project activities
- Engage with other EQHA partners to ensure consistent communication and efficient coordination of all EQHA activities
- Problem-solve and troubleshoot implementation challenges in coordination with the EQHA team and I-TECH HQ
- Assist in developing program calendars and work schedules for local staff

- Assist in facilitating meetings between project partners
- Arrange translation services (Khmer) for meetings, materials and trainings as needed
- Arrange and manage local travel as needed for program staff
- Collect and maintain receipts for staff travel expenses, and submit on a regular basis for fund reimbursement
- Assist with logistics for HQ-based visitors
- Participate in regular meetings via Skype, Zoom or conference calls with project staff
- Other operations-related duties as assigned by I-TECH HQ-based staff

Qualifications:

- a) Post-high school training in project coordination, finance management or equivalent experience; Bachelor’s degree in medicine, nursing, business, program administration, or a related field preferred.
- b) Must have at least 2 years’ experience in project or program implementation or 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 BY E-MAIL TO: eqha@itech-cambodia.org with the title (**EQHA Assistant Regulation & Accreditation Specialist**) in the subject line. Preference will be given to complete applications submitted by **June 3, 2019**.