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## **MS02003**

### **HEALTH PROMOTER COMMUNITY ENGAGEMENT SUPERVISOR**

**Level 7**

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#### **Reports to (Hierarchical)**

HPCE Manager (In case of absence this can be under Project Medical Referent, Nurse Activity Manager, Medical Activity Manager or Project Coordinator).

#### **Reports to (Functional)**

HPCE advisor or HPCE focal point

#### **Job Family**

Medical and Paramedical / Operations

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#### **Relations: Internal**

HP Officers, Community Health Educators, Community Health Workers, Counsellor-Educators; Digital HP officers.

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#### **Main Purpose**

With the support and guidance of the HPCE Manager, responsible for implementing the HPCE strategy / workplan, with community participation, and supervising the HPCE activities and HP teams working in the communities or the health facilities, according to the project objectives, MSF values, standards and pro-cedures.

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#### **Accountabilities**

HPCE strategy, activities and monitoring:

- Actively contribute to the design/adaptation of the HPCE strategy / workplan.
- Lead and follow up on the implementation of the HPCE strategy / workplan, according to the chronogram.
- Support participatory approaches and regular patient/community consultations before and during implementation of the HPCE strategy.
- Organizing health awareness sessions for **MSF's** medical and non-medical staff
- Support in the design of health education materials and participatory methods, applying the right process (pretesting, validation of content, translation).
- Contribute to rapid assessments and surveys.
- Actively support in the systematic collection, encoding and reporting of community feedback and rumours.
- Support the implementation of community-based surveillance (data collection, active case finding, tracing, linkage to care).
- Responsible for the planning and organization of community meetings (in collaboration with HPCE Manager).

- Contribute to the community mapping.
- Monitoring: Ensure the availability of the data collection tools; the data encoding in the data base and the quality check.
- Monitoring: Contribute to the analysis of the monitoring data and look for adjustment (in collaboration with HPCE manager), monthly reporting (MMR, sitrep,...).

Team management:

- Contribute to evaluation of the HP team (with the HPCE manager).
- Contribute to the development plan for the HP team.
- Training: Contribute to the needs assessment, design and implementation of training for the HP team, in collaboration with the HPCE manager.
- Organize regular and systematic supervision of the HP activities and provide on the job-coaching.
- Ensure the planning and practical organisation of the activities for the HP team (HP roaster).
- Ensure the organisation of regular HP team meetings.

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## Education

Desirable: bachelor diploma in social sciences, social work, behavioural sciences, public health, community health, nursing. Essential: secondary school diploma.

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## Experience

Essential: At least 2 years' experience in: • health promotion • team management experience • program implementation Experience qualitative methodology is highly desirable.

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## Languages

Mission language and local language essential

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## Knowledge

Basic competencies in word and excel are essential.

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## Competencies

• Results and Quality Orientation • Team management skills • Training skills • Organisational skills • Stress Management • Negotiation skills at community level • Autonomous and initiative taking • Strong IT skills (excell, word) • Reporting skills • Skills in participatory approaches • Strategic / analytical skills are desirable

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