



Surge Response Role Profile (Health)

Job Title	Staff Health Officer
Classification Level	D - Technical support and expertise
Immediate Supervisor's Title	To be completed by line manager
Number of Direct Reports (if applicable)	To be completed by line manager
Number of Indirect Reports (if applicable)	To be completed by line manager

Job purpose

The Staff Health Officer is the focal point for all matters relating to the health of the ICRC or IFRC staff in the country of operation. S/he follow-ups on individual cases who require medical attention and ensures the timely and accurate processing of the medical insurance of all resident staff. S/He also champions healthcare in the workplace and promotes initiatives in line with the ICRC or IFRC projects and activities.

Role (Job Requirements)

Job duties and responsibilities

1. Set up and maintains the staff health care systems (case management, medical evacuation and repatriation, 24/7 medical hotline) in the country of operation and makes recommendations to the management on how to manage staff health issues effectively and with the needed care
2. Explains and promotes understanding of the Staff Health Policy and arrangements regarding health insurance to all employees
3. Identifies the health risks specific to country of operation and discuss them with head of operations in order to evaluate the specific preventive measure
4. Reduces the impact of environmental risk directly linked to working and living places in the office premises and the delegate residents
5. Provides individual and collective health briefing for new staff arriving in the delegation, advising on specific local health risks (mental and somatic health), avoidable behavioural risks and management of medical emergencies (medical helpline, external services of emergency services, referral facilities and access to first aid kit)
6. Ensures that vaccinations are complete for staff
7. Ensures that staff exposed to professional health risk receive adequate medication
8. Coordinates with the medical insurance company on issues related to staff health including medical evacuation
9. Processes and reviews medical invoices for anonymization and approval of medical expenses
10. Monitor the sick leave certificates for both delegates and national staff as stipulated in the staff regulations
11. Manages medical files of resident staff ensuring strict respect for medical confidentiality
12. Initiates and organises activities that promote health, wellness, and safety in the workplace
13. Provides emergency medical care and treatment to the staff including first aid, and dispensing of medicines
14. Organises post-incident and chronic stress management
15. Collects general medical data, produce reports and contribute to the monitoring of client satisfaction and potential improvements to be made

Duties applicable to all staff

1.	Actively work towards the achievement of the organisation's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Bachelor's in nursing (with a course of minimum 3 years)	⊙	
Valid license to practice in your country of residence	⊙	
Current CPR certification	⊙	
Tropical Medicine Course or two months' relevant nursing experience in a tropical environment	⊙	
Experience	Required	Preferred
At least 5 years' postgraduate experience as a nurse	⊙	
At least 2 years' experience in a similar function	⊙	
Experience working in an emergency operation	⊙	
At least 2 years of professional experience in working in low-resource setting in a cultural context other than your own	⊙	
Knowledge & Skills	Required	
Ability to organize and implement Staff Health Policy protocols and procedures	⊙	
Excellent attention to detail and problem-solving skills	⊙	
Strong organisational skills	⊙	
Strong interpersonal skills	⊙	
Good understanding of the Red Cross and Red Crescent Movement	⊙	
Sensitivity to cultural, ethnic and gender diversity	⊙	
Able to adapt to harsh living conditions and/or unstable security environment	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
The Movement in the humanitarian sector	⊙		
Direction setting and operational objectives	⊙		
Safety and security	⊙		
Community engagement and accountability	⊙		
Protection, gender and inclusion	⊙		
Environmental sustainability	⊙		
Collaboration and teamwork		⊙	
Conflict management		⊙	
Interpersonal communication		⊙	
Cultural awareness	⊙		
Judgement and decision making		⊙	
Motivation	⊙		
Personal resilience	⊙		
Integrity	⊙		

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of at least one more IFRC official language (French, Spanish or Arabic)		⊙