



## Fondacija Fami - Zaklada Fami

### Field Assistant (m/f)

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Fondacija fami and its Consortium partner Geneva University Hospitals are seeking a qualified candidate for the position of

FIELD ASSISTANT

in the project "Strengthening Nursing in Bosnia and Herzegovina" (ProSes) in its Phase 3 (01 December 2022 - 30 November 2026), funded by the Swiss Government.

Field of expertise: Field work

Functional level: Field assistance

Type of position: Local - Full time

Duty station: Sarajevo

Employer: FAMI foundation (Fondacija fami)

Start date: 01 March 2023

#### Project Context

SDC's ten-year commitment to strengthening the nursing profession in Bosnia and Herzegovina has resulted in a number of successful results. With the ongoing support of multiple partners, particularly from the health sector, the conditions for the future development of nursing have been established. Regardless of the results achieved, it is necessary to invest additional effort in order to integrate the project's results into the system, or into routine nursing practice. To meet the project's objectives to the greatest extent, there are a considerable number of aspects that need to be improved. These areas consist of: (i) there is a shortage of data concerning the nursing profession (number of nurses, level of education, license and specialization, current employment, age structure, migration). This affects the capacity to plan for the nursing workforce and address the needs and expectations of this group of professionals; (ii) nurses' contributions are still not sufficiently recognized by the health system and the public; (iii) community nursing services are not sufficiently recognized and funded; (iv) there is no continuous education or continuous professional development program in place; (v) the distinction between competencies of nurses with different educational degrees (secondary vs. tertiary level of

education) is unclear, job descriptions do not adequately represent the allocation of duties, no licensing system is in place, and as a result nurses cannot perform their tasks and contribute to their full potential; (vi) nurses lack leadership and management skills, therefore, nurses are underrepresented in managerial structures and do not have a sufficient level of influence, authority, or impact in decision-making, and (vii) strong professional association(s) of nurses are missing.

## Project goal and purpose

The project purpose can be summarized as follows:

1. The effectiveness of nursing services delivered in Bosnia-Herzegovina will be improved. In particular, primary care services - provided by community nurses and aimed at vulnerable population and socially excluded groups - are made available in at least 55 municipalities;
2. BiH institutions will have the capacity to pursue the development, maintenance and governance of effective nursing services, in particular community nursing services;
3. The project's achievements will be integrated into regular health authorities and further stakeholders' activities.

The overall purpose of improved quality and access is to be achieved by the combined interventions in three interconnected project components:

Component A: Nurses professional environment;

Component B: Expansion of community nursing;

Component C: Development of nurses' management and leadership capabilities.

## Project intervention strategy

The project will primarily play a facilitation role, providing technical advice and quality control to local institutions and partners in implementing needed changes and improvements. However, a range of implementation tasks will also have to be assumed in areas where there is insufficient local knowledge and/or where a transfer of international knowledge appears particularly beneficial. In terms of geographical coverage, the project intervenes across Bosnia and Herzegovina: the Federation of BiH, the Republika Srpska and Brcko District.

## Tasks and responsibilities of Field Assistant

The role of the Field Assistant is to assist the Project Management Team (particularly Component B Manager) in their respective tasks by providing logistic, administrative and linguistic assistance. As a member of the ProSes team, the Field Assistant is expected to contribute to the overall progress of the project and to work in excellent collaboration with all other team members and Fami staff, by bringing the necessary dedication and flexibility to achieve all tasks required to reach the project objectives.

The Field Assistant is responsible for:

- Assisting the Project Management Team with scheduling of, and logistical preparations for, meetings, events and other similar activities
- In particular, assisting the Component B Manager and Deputy Manager with coordination of project activities related to the content of Component B

- Collecting and distributing relevant information and documents from the field
- Reviewing and summarizing relevant documents
- Making preparations for analyses of training and event evaluations (data collection, classification and entering)
- Working with local coordinators and supervisors in the field upon Component Managers direction
- Assisting the local and international consultants in their missions in country
- Administering project component documents, files and databases
- Assuming overall responsibility related to distribution of project activities in assigned area
- Supervising project distributions and activities in assigned area
- Transportation and installation of the project IT equipment for seminars, trainings and other events organized within the project
- Provision of logistical support for project events (workshops, seminars, working groups sessions, field trips etc.)
- Driving and interpreting as/when needed for local and international consultants
- Participation in regular Project Team meetings and other meetings that require joint efforts/work
- Take minutes at team meetings, as per request
- Provide periodic personal activity and performance report upon request of Project Manager
- Administrative and other related tasks as required.

#### Core Competencies:

- Ability to ensure the quality and technical soundness of project activities
- Ability to manage, analyse and evaluate data and information
- Ability to draft documents and reports in a clear and concise manner
- Ability to identify and assess needs for international technical assistance

#### Education:

- Administration or other related field / minimum high school degree

#### Experience:

- Relevant work experience in local, national and/or regional projects in health

#### Other requirements:

- Ethics, integrity and sound judgment
- Ability to work in a team and multicultural environment
- Ability to communicate effectively in the team
- Excellent written and oral translation skills (from English to BHS and vice versa);
- Excellent computer skills MS Office programmes (Word, Power Point, Excel), Internet, email;
- Learn and share knowledge within the team
- Ability to handle multiple tasks
- Ability to travel extensively (locally and internationally)
- Driving licence (with a clear record).

Please submit your CV in English with a motivation letter and three references by email to [fami@fondacijafami.org](mailto:fami@fondacijafami.org) no later than 07 February 2023, 16:00 hrs.

Incomplete applications will not be considered. Only short listed candidates will be contacted.

**Lokacija:** Sarajevo

**Datum objave:** 27. Jan 2023.

**Datum isteka:** 07. Feb 2023.