

## PREVENTION COORDINATOR

### SELF GOVERNING REGIONS OF THE SLOVAK REPUBLIC

#### DESCRIPTION OF DUTIES

- Coordinate expert activities in the field of primary and secondary prevention of non-communicable diseases (NCDs), health protection and health promotion in the region, in cooperation with health coordinators at regional and local level,
- Coordinate activities of Swiss-Slovak Health Programme in accordance with the project plan and ensure coordination as well as regular reports in relation to programme achievement of objectives and activity reporting,
- Promote synergies with other stakeholders, especially with regional Public Health Authority involved in the Swiss-Slovak Health Programme, in order to align the efforts of all actors in the field of health promotion and NCDs prevention,
- Initiate at least 1 meeting per year with regional Public Health Authority coordinator in order to maximize cooperation and efficiency in the implementation of interventions,
- Regularly participate on meetings organized by Ministry of Health and Public Health Authority,
- Regularly participate on Market Place Events, where the best practice published on National Portal of Best Practice will be presented and discussed,
- Ensure participation of Self-governing region on content development of National Portal of Best Practice. Each Self-governing region, which will implement any activity in the field of health promotion and NCDs prevention as a part of the Swiss-Slovak Health Programme becomes a “practice owner” and will be obliged to present their activities as examples of best practice. These activities shall be evaluated and added to National Portal of Best Practice through Call for best and promising practices,
- Promote partnerships with academic and research institutions, and other organizations active in field, to promote evidence-based practice and be informed about the latest developments in NCDs prevention and health promotion,
- Coordinate and ensure promotion of Swiss-Slovak Health Programme and its activities towards the public and the media.

#### REQUIRED QUALIFICATIONS

##### Education

- **Required:** Master’s degree in health or social sciences / alternatively Master’s degree in other area with relevant experience in Health sector (at least 3 years)

##### Experience

- **Preferred:** Experience in state or public administration within health

##### Language skills

- English language proficiency at minimum level B1.

##### Skills

- Strong communication skills,
- Strong organizational skills with the ability to manage multiple tasks at the same time,
- Ability to work independently and in a team, with proven leadership and motivational skills,

- Comprehensive understanding of the functioning of the Slovak state and public administration.