

PREVENTION COORDINATOR AT MUNICIPALITY

DESCRIPTION OF DUTIES

- Coordinates activities and tasks at local level, resulting from the Swiss-Slovak Health Programme, covered at the national level by the Ministry of Health of the Slovak Republic,
- Advocates the agenda of health and quality of life as a part of sustainable development of the municipality in line with Agenda 2030,
- Cooperates with municipality office departments, municipality council commissions and council committees within the framework of community strategic planning and development,
- Coordinates health education and awareness about the concept of health as a result of social and other determinants of health in relation to municipality decision making and management processes, municipality council meetings, organizations in the municipality and general public,
- Provides informational and methodical support to organizations, which provide activities for community development, to support health and quality of life,
- Monitors information on successful activities and innovations in cities, municipalities and regions in Slovakia and present this information to the responsible departments of the municipality office,
- Preparing Healthy profile of city (status of health, health determinants at local level)
- Ensures the promotion of the local results of the Swiss-Slovak Health Programme,
- Coordinates preparation and ensures promotion of major local community events organized within the Swiss-Slovak Health Programme,
- Act as a contact person for regional, national and international partners within the Swiss-Slovak Health Programme,
- Contributes to the development and enrichment of the National Portal of Best Practice; and use it as a resource to optimise the effectiveness of health promotion and NCD prevention strategies at local level,
- Actively participates in regular meetings organised by the Ministry of Health of the Slovak Republic.

REQUIRED QUALIFICATIONS

Education

- **Required:** Master's degree in health or social sciences

Experience

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

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.