

Medical Education Coordinator

Part-time
Syria/Damascus

Application deadline: 01-Sep-2025

Terms of Reference:

Global Health Partnerships (formerly THET), “GHP”

Position: Medical Education Coordinator

Type of work: Part time (50% 2.5 days per week)

Reporting to: Technical Manager Medical Education, under technical supervision of the GHP Technical Director in UK.

Supervises: Post Graduate Medical Education Field Mentors.

Location: Syria/Damascus.

Project Name: Upskilling and Future-proofing human resources for health and enhancing health governance for Universal health coverage and better-quality care —UFUQ.

Duration: Initial 6 months contract, extendable up to Mar 2028.

About GHP:

One billion people will never see a qualified health worker in their lives. For over thirty years, GHP – <https://www.globalhealthpartnerships.org/> - has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past seven years alone, GHP has reached over 84,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions and UK health workers who have contributed over 60,000 days of their time as volunteers. The programme has contributed to more effective and efficient health systems in low- and middle-income countries (LMICs).¹ It also benefits the UK health sector through improved health professional competencies, motivation, health service innovations and global influence.² GHP’s work is rooted in the Health Partnership Model. Health partnerships are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

UFUQ project overview:

The project is strategically designed to uplift the health conditions of the Syrian population. It addresses critical elements of health workforce management and medical education in Syria, aiming for a transformative impact on health outcomes in the region.

Specialized Medical Education Enhancement:

UFUQ aims to enable targeted specialties in Syria to play a pivotal role in advancing medical education and practice. This encompasses a comprehensive review, update, and rollout of curricula, teaching, and assessment materials in emergency medicine, obstetrics and gynecology, anesthesiology, and psychiatry. The project focuses on strengthening capacities in medical education, clinical/CPD areas, English language proficiency, research skills, and fostering scientific collaboration and partnership among and between faculties, residents, and international peers.

Rooted in the UFUQ philosophy, this intervention believes that by strengthening the systems and capacities for specialized medical education, the quality and accessibility of specialist health services will be markedly improved. The UFUQ project envisions a transformative approach contributing to the broader goal of achieving universal health coverage and delivering better-quality care in Syria.

Objective of the Position

The Medical Education Coordinator will provide coordinational expertise to ensure the project and partners are all working to a shared vision for postgraduate medical education and that all are delivered within appropriate requirements and standards. The position will coordinate with stakeholders (MoH, the Syrian Board, the Centre for Strategic Studies and Health Training (CSSHT), and training centers), supervise staff, and ensure the program aligns with the project log frame and best practices in health workforce development and medical education.

Key Responsibilities:

The role of a medical education coordinator is to support and coordinate the implementation of a postgraduate medical education (PGME) programme in a complex environment like Syria. S/he acts as the central linchpin, ensuring with the technical manager that the strategic vision of the programme is translated into effective, on-the-ground education and training that meets both national standards and best international practices. Responsibilities include:

- Facilitate engagement with key stakeholders, including the Ministry of Health (MoH), the Syrian Board, CSSHT, academic institutions, professional associations, and international partners (e.g., RCOG, RCEM), to enhance collaborations within the UFUQ project and ensure the integration and complementarity of all project activities
- Coordinate to ensure the alignment of the UFUQ project with health human resource (HRH) strategies and medical education reforms in Syria.
- Support the technical manager to provide comprehensive guidance to guarantee that all activities aimed at strengthening medical education are consistent with national standards as well as best international practices in postgraduate medical education and health workforce development.
- Ensure the coordination, coherence, and alignment of project interventions with the logical framework, theory of change, and objectives approved by both the donor and Syrian partners.
- Support the technical manager to oversee the quality assurance of all deliverables, including the curriculum diploma, clinical training, research, and policy frameworks developed under the UFUQ project, ensuring their relevance, scientific integrity, and Gender Equity and Social Inclusion (GESI) sensitivity.
- Support the technical manager to promote capacity-building initiatives and ensure the quality assurance of Training of Trainers (ToT) programs for HRH actors at both national and sub-national levels.

- Support the localization of the Postgraduate Medical Education Diploma and clinical training courses by supporting national partners, such as the Center of Strategic Studies and Health Training and the Syrian Board, in the adoption of the requisite tools, standards, and accreditation systems.
- Contribute to sustainability planning by assisting in the development of Terms of Reference and standard operating procedures for the Specialties Technical Committees.
- Conduct regular visits to the Syrian Board, CSSHT, and training centers to ensure the effective and efficient implementation of all project activities in accordance with design plans.
- Represent the UFUQ program in technical meetings with donors, the MoH, and other HRH stakeholders (based on the assignment and authorization of the technical manager of medical education).
- implementation of inclusive strategies.
- Promote mechanisms for reflection and feedback from supervisors and residents, ensuring that their needs, particularly those of female participants, are addressed in the planning and implementation phases.
- Support in-country efforts for Monitoring, Evaluation, and Learning (MEL) to align with the indicators and outcomes of the UFUQ project.
- Identify technical risks, bottlenecks, or inconsistencies in project delivery and propose corrective actions in collaboration with the medical education technical manager and program lead.
- Provide rapid response input when challenges arise in the curriculum rollout, clinical mentoring, or institutional engagement.
- Coordinate the design and planning of new or revised technical activities.

All applications must be received with a CV and Cover Letter. Applications received without either document will not be considered.

PLEASE NOTE: the appointment for the position is dependent on donor funding

Qualifications & Experience

- A minimum of an academic or professional diploma in medical education, ideally with experience in developing postgraduate medical education programs.
- Proven experience in a senior role within the Syrian context.
- Demonstrated background in stakeholder coordination, policy analysis, and capacity building.
- Strong understanding of gender equity and social inclusion (GESI) principles in health workforce planning and governance.
- Excellent representational, written, and verbal communication skills in Arabic, with advanced proficiency in English.
- Strong organizational and administrative skills, complemented by solid IT capabilities (Word and Excel).
- Strategic thinker with critical appraisal and problem-solving abilities.
- Flexibility and adaptability to work collaboratively within a small organization in a complex environment.