

Job Description	
<b>Position:</b> Health Coordinator	<b>Reports to:</b> Deputy Secretary General
<b>No. of Direct Reports:</b> 2 <b>No. of Indirect Reports:</b> 0	<b>Location:</b> TRCS Head Quarters, Nuku'alofa
<p><b>Organizational Context:</b>            The Tonga Red Cross Society (TRCS) was established in 1961 with its headquarters in Nuku'alofa and is a member of the International Red Cross and Red Crescent Movement. The Society acts before, during and after disasters, crises and health emergencies in order to meet the needs and improve the lives of vulnerable people. It is the largest local humanitarian organisation in Tonga committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross &amp; Red Crescent Movement which has 192 member countries.</p> <p>The Tonga Red Cross has a decentralized structure, with 3 branches. The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality), policies and by their Strategy.</p>	
<p><b>Job Purpose:</b>            Reporting to the Deputy Secretary General, the Health Coordinator is responsible for programme development and management. She/he will be responsible for implementing health activities and budget that includes focus areas on Health and WASH and the strategies for implementation.</p>	
<p><b>Specific job duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop TRCS long term public health and resilience programs and services according to local needs and emerging trends. Work closely with other areas of focus in TRCS to create integrated approach to community-based resilience programs; including Gender, Diversity and Social Inclusion.</li> <li>• Strengthen Tonga Red Cross capacities in health programs in close coordination with other unit such as disaster management, resilience, etc.</li> <li>• Provide technical and programming support on health programs and services in Tonga in line with the RC/RC Movement policies, plan and budget.</li> <li>• Oversee the implementation of TRCS health activities as follow voluntary non-remunerated blood donations, community-based health, First Aid, epidemic preparedness and response as well as activities integrated under resilience program based on agreed timelines and budget.</li> <li>• Provide coordination direction and technical support to movement partners engaging in health programming in Tonga.</li> <li>• Actively engaging in health-related discussion in the Pacific as well as Asia Pacific regional level as TRCS focal point in health and WASH program.</li> <li>• Contribute to the development, implementation and evaluation of policy, strategic plans, and guidelines, tools, related to TRCS health and care interventions.</li> <li>• To ensure evaluation results and lessons learnt translate and are implemented in health programme development.</li> <li>• Manage and supervise health and WASH team members according to TRCS policy and regulation.</li> <li>• Contribute to disaster and disease outbreak response in close coordination with Disaster Management and other team as required.</li> <li>• Support TRCS with on-going large operations, in coordination and in ensuring that the physical and mental health needs of staff are well-looked after and that staff health procedures and medical evacuation plans are updated regularly.</li> </ul>	

- Collaborate with relevant NGOs and international organisations in pushing the health & care, socio – economic frontiers to manage vulnerabilities and enhance resilience of communities in sustainable ways.
- Develop the Community Outreach Programmes including SOPs.
- Provide a monthly snapshot of Health and WASH related activities to the SG.
- • Maintain and strengthen strategic alliances with key partners and stakeholders by representing the Society on relevant Committees and Councils

**Duties applicable to all staff**

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

**Position Requirements**

<b>Education</b>	<b>Required</b>	<b>Preferred</b>
A Bachelor's degree or diploma in Public Health, Nursing, Health Care, Social Work or similar.	X	
<b>Experience</b>	<b>Required</b>	<b>Preferred</b>
At least 5 years of relevant working experience in program	X	
Good understanding of the international humanitarian environment	X	
Experience of working for the Red Cross Red Crescent		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
In – depth knowledge of health programme management	X	
Demonstrated understanding of gender and diversity in programming	X	
Demonstrated coordination and management experience	x	
Experience in developing staff abilities and capacities	X	
Training/facilitation skills	X	
Advanced skills in computer productivity applications (Word, Excel, PowerPoint and Outlook)	X	
Strong communications and networking skills	X	
Demonstrated understanding of gender and diversity		
<b>Competencies</b>		
Team work, multitasking, supervision and control, integrity and personal conduct, sensitivity to diversity, flexibility and adaptability, sound judgment and interpersonal skills.		

**Submissions**

Interested candidates who wish to apply are required to submit their letter of application/cover letter together with a CV, certified copies of educational qualifications and transcripts and any other supporting documents.

Please note that any incomplete applications will **not** be considered.



TONGA RED CROSS SOCIETY

All applications to be submitted either in person to: **ATTN: Secretary General, Tonga Red Cross Society Headquarters, or electronically via email to [sg@tongaredcross.to](mailto:sg@tongaredcross.to) and cc [deputysg@tongaredcross.to](mailto:deputysg@tongaredcross.to) no later than 4.30pm Wednesday 25 February 2026.**