

**Terms of Reference (ToR)**

Tuesday, 19 April 2022

**Job Title:** General Doctor  
**Duty station:** Syria - Afrin  
**Line Manager:** project manager  
**Number of vacancies required:** 1

work nature: Full-time

**About Horan Foundation**

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implement various projects and programs.

**Job Details****Job Summary:**

The general practitioner will be responsible for examining patients - taking care of them and guiding them for medical treatment within his transition with the mobile clinic team in the Afrin city

**Main Responsibilities and Tasks :**

- 1- Conducting clinical examinations for all patients of different ages, following the standards and with high quality
- 2- Diagnosis and management of all medical conditions
- 3- Refer the patient when needed and when it is not possible to treat him to a specialist doctor
- 4- Carry out emergency follow-up and first aid
- 5- Promoting preventive programs and health education
- 6- Giving the necessary medical advice to patients
- 7- Providing necessary health awareness advice to patients
- 8- Giving medical prescriptions or necessary medical investigations to patients
- 9- Monitoring and follow-up of epidemic diseases and their spread in society and reporting them promptly
- 10- Training of nursing staff
- 11- Conducting the necessary medical follow-up for patients referred to the clinic
- 12- Notifying the project manager or the data entry of any case that is detected and that calls for warning.
- 13- Performing any other task assigned to him within the jurisdiction

**Qualifications / Technical Skills:**

- 1- A university degree in human medicine
- 2- At least three years of experience in the medical field
- 3- Previous experience working on COVID-19 projects would be an advantage
- 4- Good communication skills
- 5- Good level in terms of computers and Microsoft Office programs
- 6- Good level of English language

**Interpersonal, Communication and Coordination Skills:**

He had Excellent negotiation and problem-solving skills.

- The ability to deal with a humane work environment full of challenges and constantly evolving, often working under pressure.
- Strong commitment to humanitarian relief and disaster operations.
- Flexibility.”