1. Information

Organization: Caritas IRAQ
Programme: Supporting the patients and victims of violence, students
Programme’s Period: One Year
1.7.2015 – 30.06.2016
Budget: (303541) $  
Programme’s Manager: Safaa Hazim Potros
The UN estimates that 100 people die every day in Iraq, with thousands more forced from their homes. Unrelenting violence, power cuts, water shortages and rising fuel prices make life unbearable for ordinary Iraqis on a day-to-day basis.

With 1.6 million people displaced within Iraq, finding shelter in abandoned buildings or building makeshift shelters, the situation is extremely dire. Damaged, neglected water and sanitation systems allow diseases like typhoid, cholera and dysentery to spread – diseases which were eradicated in the developed world decades ago – which can be fatal, especially for children. Hospitals struggle to cope, with critical medicines and supplies barely available.

As Iraqis continue to die due to the direct and indirect effects of war-related violence, increasing numbers of children are orphaned and must live in institutions. Iraqi officials and orphanage staff struggle to care for Iraq's orphaned children in state facilities that are under-resourced and understaffed.

Approximately 1.5 million people remain either internally displaced or have fled the country; in other words, 1 in 20 Iraqis are still displaced from their homes. Unemployment also remains high.

Healthcare has also suffered enormously in Iraq. During the 1990s there were 34000 doctors registered by the Iraqi Medical Association. This has been reduced to 16000 due to assassination threats, causing thousands to flee abroad. Facilities are still poor, especially in rural areas and the system is rife with corruption.

Poor nutrition and lack of safe drinking water means that only 1 in 5 children reach their fifth birthday. Many young children are suffering from anaemia and Vitamin A deficiency. More than one in five children in Iraq (22%) aged under five years continues to show stunted growth, 5% suffer from wasting and 9% are underweight.10

Traumatised Children

Trauma is defined by the overwhelming sense of powerlessness one experiences in a given situation and children are more easily traumatised than adults because of their lack of comprehension and coping strategies. In a study of 10,000 primary school students in the Sha’ab section of north Baghdad, conducted by the Iraqi Society of Psychiatrists and the World Health Organization, 70% of children were found to be suffering from trauma-related symptoms and an OXFAM survey made in 2006 showed that 92% of the children examined suffered from learning difficulties due to stress.

Unemployment
Up to 23 percent of males and 21 percent of females aged 15-24 are unemployed, according to a 2009 National Youth Survey by the government and the UN Population Fund. Of these, 33 percent intend to go abroad in search of work, it said.

The youth are the mainstay of every society; they are an energy-producing force but are at the same time a source of grave danger when they do not have jobs and opportunities for a decent life.

Young people, are facing violence, unemployment and marginalization.

In recent years we have not seen any serious measures to help the youth build their future. Political wrangling and security challenges had diverted the government from focusing on youth unemployment.

The private sector offered the best hope, and that the government should make loans available to young people to help them get started in business.

A Serious Humanitarian Crisis in Iraq

Iraq could face a very serious humanitarian crisis after the displacement of nearly one million and eight hundred thousand Iraqis since last January, as a result of the fights the between government forces and armed militias especially (ISIS). These fights are taking place now in the provinces of Salah Uddin, Al-Anbar, Diyala and Kirkuk, as well as the impact of these fights on more than (15 ) million Iraqis all over Iraq due to the security, economic and social crisis resulting from this fighting.

This was negatively reflected on the two crises of poverty and unemployment as a result of the obvious decline of the private sector in the economic activity, the halting of many medium and small industrial projects and the halting of a large number of major industries owned by the State which transformed into a burden on the state budget due to being non-productive.

The rate of unemployment increased from 19% to 23% over the last period and in particularly among the displaced.

What made things worse in Iraq is the occupation of the city of Al-Ramadi by the ISIS and the fierce battles in more than one area of the country in the west and north of Iraq.

More than 50,000 displaced persons were forced recently to escape from the city of Al-Ramadi and the surrounding areas when the ISIS stormed the city and the following armed conflicts.

Currently, the displaced are suffering from the lack of basic services and the high rate of diseases among children.

Also, the psychological and moral status of the families have reached their lowest levels as a result of the forced displacement, especially after the strict measures taken by the government to allow the displaced people to enter the capital, Baghdad.

Human Rights Commission has revealed the suffering of more than 300 000 displaced children from the acute shortage of shelter, food, potable water and milk for the infants.
As a result of such human suffering, more than 300,000 displaced children are threatened with malnutrition and various diseases due to the lack of services and assistance provided.

The Commission for Social Affairs in Iraq revealed that the rising poverty rate to 25% by about seven million people living below poverty line due to the recent events and those followed the forced displacement and the occupation of the ISIS of some provinces.

It is noted that a large number of Iraqis are suffering from unemployment and the lack of employment opportunities due to the wrong economic policies in recent previous years, as well as the deterioration of the security and economic conditions in some northern and western regions.

2.2 Problem Analysis

The three devastating consecutive wars and instability that Iraq witnessed since the early eighties and so far, led to dangerous negative results on all aspects and need a long time to heal from. As we all know that construction is much more difficult than demolition and the negative results that resulted due to the above reasons:

1. **The high rate of poverty**
   The last statistics shows that 19% of the Iraqis are living under poverty line
   The Iraqi economy at the present time depends almost entirely on revenues of selling oil, without investment of local resources causing a malfunction in the economic system, high unemployment rate due to the limited job opportunities where few companies work because of the security situation and therefore the high rate of poverty and the irregular distribution of food ration used in Iraq since (1996) which caused an imbalance in the income of the Iraqi family.

2. **Lack of health services**
   The health system in the country is in need of strong efforts due to the damages in the infrastructure, negligence and lack of investments where the country didn’t receive any updates for more than 35 years in addition to the immigration of all efficient doctors accordingly, the state institutions are incapable of meeting the needs of people and the high costs of private centres made it out of reach. Accordingly, the high cost and the inability of the State of meeting the needs of a big category of the needy
   We ask for the continuous intervention and assistance in this aspect of the Iraqi’s lives

3. **The high rate of victims of violence**
   The violence has reaped, so far, according to the last statistics more than (5000) lives during these last months and destroyed the houses and different properties.
Accordingly, the programme is looking forward to present its psychological, financial and health services to the victims of violence. Trying to reintegrate them in the community and living their lives normally for the damages caused by violence are devastating leading to serious negative results which might disintegrate the society in the future.

4. **The high rate of disabilities**
   The statistics refer that more than 2 million disabled persons in Iraq. The programme seeks now to provide medical requirements such as wheel chairs, crutches and others to this category which is still suffering from negligence and care. The three devastating wars have caused a major humanitarian crisis in Iraq, particularly the high rate of disabled people who still need special care and respect, whether physically or morally, or their rights.

3. **Summary of implementation**

The programme is interested in providing health services to the most needy among the poor as well as being interested in supporting the families affected by violence in the country. The programme also helps the students in continuing their studies and those who suffer from physical destitution.

The following chart shows the activities of the programme:

In order to keep in line with the needs of the society and studying the facts we drew and designed the outlines of the programme to serve the neediest people in the following areas:

**The Medical Aspect**
- Providing medical services and drugs prescription through clinic in Baghdad on the following:
  - General medicine
  - Ultra sonic examination
  - Diabetes

**The Social Aspect**
- Emergency accidents: Assisting persons affected by violence through financial and psychological support and alleviating their traumas
- elderly, orphans and the disabled through
- Dermatologists
- Teeth and gum diseases
- Lab tests

- Holding medical awareness raising lectures
- Medical rehabilitation through supplying the patients with some medical requirements and equipment
- Covering part of the costs of surgeries
- Covering part of the costs of cancer and chronic diseases drugs

Supporting social institutions
- Encouraging students on studies through paying part of their transportation fees

1. **First: Health Department**

Caritas Iraq and the programme’s management continued in developing and expanding the free health services presented to the patients at the clinic of Baghdad where the patients will find specialized medical team and medical equipment for examination, diagnosis and lab tests, as listed below:

**Health Department Activities:**

1. Providing diagnostic and treatment services through the following fields:
   A. General Medicine Clinic and the ECG
   B. An ultra sound examination clinic
   C. Diabetes and Nutrition clinic
   D. Dermatology Clinic
   E. Treating diseases of the teeth and gums clinic
   F. Lab tests
2. Holding forums and lectures to raise the awareness of the beneficiaries presented by the staff of the health dept., with the aid of a foreign staff if necessary at the head office of Caritas or at the centres.
3. Referring patients in need of medical services not available to us to the relevant authorities to cover these needs
4. Sending patients needing surgical interference to public or private hospitals, according to the condition in coordination with some hospitals to reduce the cost of operation
5. Medical rehabilitation in supporting the patients with some equipment and medical requirements

2. **Covering part of the costs of surgical operations**

The deteriorating level of medical services at the state sector and the increasing of that in the private sector affected the abilities of people with a limited income where most of the patients, head to the private sector, to escape the long waiting list which might take months bearing the high costs which adds to the burdens of this category, sometimes they could no longer afford the high cost in private sector and state
So the programme will contribute to cover a part of the operation’ costs.

3. **Covering part of the expenses for cancer and chronic diseases**

The Government tries to provide the medications for cancer chronic for all the needy but sometimes there are some delays which last for months which force the patients to go to private pharmacies to buy these medicines for very costly prices so the programme will present financial support to poor and needy to help them getting the required medicines.

4. The programme will treat the lack of awareness regarding the diseases through meetings to led by qualified lectures .

5. As we diagnosed the huge number of disabled , so the project will provide the needy with medical supplies .


The fluctuation of the security and economic conditions for years lead to many obvious negative tangible reflections on the social conditions of the Iraqis and most of all those with low income which make it necessary to turn and stand beside them to face their daily difficulties.

**Areas covered by the social support:**
The programme aims at presenting its best services to the beneficiaries by working on:

1. Emergency Incidents

The programme is concerned with supporting the people affected by direct violence, financially by sharing their difficulties and alleviating their suffering, trying to reintegrate them into the society to live life normally.

2. Elderly, orphans and the disabled

Every person has the right to live in a respectful level so as to ensure food, housing, health care and necessary social services, as well as the right of insurance in case of unemployment, sickness, disability, widowhood, old age or other inability to earn a living for reasons that can’t be controlled.

So, out of respect and care for the beneficiaries in those social institutions, the programme will provide the most basic requirements of humanity and work to support these institutions as much as possible to make them able to accomplish its duties towards its inhabitants.

3. Encouraging students to continue their studies through a financial support

The deteriorating security and economic conditions made families unwilling to send their children to school to avoid extra expenses for transportation and other school necessities.

The high cost burdens the families which prompted some students to leave school and thus the programme will present a financial support to the poor families who have students in condition that they continue their studies and not dropping out.
1. **General Objective**

1. Assisting the poor, the needy and vulnerable through providing the appropriate support to overcome their troubles.
2. Supporting the students from the poor and displaced families to continue in studying through financial and psychological assistance.

2. **The Special Target**

**Medical Support**

A. **Health Department**

1. Enabling (6220) beneficiaries to benefit from the clinical examination, counseling and treatment, ultrasound examination, instructions and advice on diabetes, skin diseases, suffering from problems with teeth and gums, lab tests according to the doctor’s prescription in (Baghdad)
2. Raising health awareness of (100) beneficiaries in (Baghdad)
3. Supplying (50) beneficiaries with instruments and medical supplies

B. **Programmes implemented within the medical support**

4. Assisting (252) beneficiaries by covering part of surgeries
5. Assisting (60) beneficiaries by covering part of cancer and chronic diseases therapy

**Social Support**

6. Assisting (72) beneficiaries affected by violence, terrorism and daily accidents
7. Assisting (200) orphans, elderly, widows through supporting (6) charities and societies to support the needy
8. Enabling (80) male and female students to continue their studies by providing financial support

3. **The Target Group**

- Widows with their minor children
- Physically disabled persons
- The elderly unable to work (more than 60 years)
- Patients
- Students from poor families
- Displaced people

5. Plan of Implementation

The programme will work on two aspects:

First: The Medical Support
Second: The Social Support

The programme will provide a diverse support to the most needy and affected people according the actual need. The programme addresses the two medical and social aspects in various ways as follows:

1. The Medical Support: including many medical services:

A. Counseling and Therapy
Through the clinic in Baghdad provide a variety of free services

- Dental treatment
- General Medicine
- Ultrasound examination
- Dermatologists
- ECG
- Diabetes and malnutrition treatment
- Lab tests

B. Medical Rehabilitation
Supporting the needy with medical supplies as needed

C. Raising Awareness of the Beneficiaries
The programme will hold meetings to raise the awareness of the beneficiaries on treatments, avoiding illness and scientific dealing with health conditions and the right medication with emphasis on the (true the Prevention is better than treatment).

D. Covering Part of the Costs of Surgical Operations
The programme will cover part of the costs of surgeries for poor families who are unable to afford the cost of surgical operations in private sector or unable to get the opportunity in state hospitals for technical or administrative reasons.

E. Covering Part of the Expenses of Cancer Treatment and Chronic Diseases
The programme aspires to cover part of the costs of treatment and medicine for cancer and chronic diseases due to the large number of affected persons due to the state sector can no longer afford to meet the required quantities for patients on the high cost in private sector.

The programme will follow the following steps to reach to the beneficiaries:

- Coordinating with the rest of the programmes of Caritas Iraq
- Cooperating with the volunteers
- Coordinating with some parties working in this field
- Coordinating with some health, social and state centres

The programme will focus on making field visits for the targeted families to diagnose the cases accurately, presenting psychological support to reach the needy. This will be done through the social workers in the programme who have enough experience in dealing with all cases.
### Summary of the MedicalAspect

#### A. Health Department

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>No. of Beneficiaries</th>
<th>Monthly financial support ($)</th>
<th>Annual Total Amount ($)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General medicine clinic and ECG</td>
<td>2400</td>
<td>20</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>2. Ultrasound examination clinic</td>
<td>360</td>
<td>20</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>3. Diabetes clinic and nutrition</td>
<td>120</td>
<td>20</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>4. Dermatologists</td>
<td>180</td>
<td>20</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>5. Dental clinic</td>
<td>1200</td>
<td>200</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td>6. Awareness raising</td>
<td>100</td>
<td>—</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>7. Medical requirements</td>
<td>60</td>
<td>—</td>
<td>6000</td>
<td></td>
</tr>
<tr>
<td>8. Lab test</td>
<td>1800</td>
<td>-</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6220</strong></td>
<td></td>
<td><strong>10960</strong></td>
<td></td>
</tr>
</tbody>
</table>
A. Programmes Implemented in the Medical Aspect

<table>
<thead>
<tr>
<th>Support</th>
<th>No. of Beneficiaries</th>
<th>Support percentage</th>
<th>support per case ($)</th>
<th>Total amount per year ($)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Covering part of the costs of surgeries</td>
<td>252</td>
<td>50%</td>
<td>200</td>
<td>50400</td>
<td></td>
</tr>
<tr>
<td>2. Treating Cancer diseases</td>
<td>60</td>
<td>50%</td>
<td>200</td>
<td>12000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>312</td>
<td></td>
<td></td>
<td>62400</td>
<td></td>
</tr>
</tbody>
</table>

Summary total amount of the medical programmes

<table>
<thead>
<tr>
<th>Medical support</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Department</td>
<td>10960</td>
</tr>
<tr>
<td>Implemented programmes</td>
<td>62400</td>
</tr>
<tr>
<td>Total</td>
<td>73360</td>
</tr>
</tbody>
</table>

Summary of the Social Aspect

<table>
<thead>
<tr>
<th>Support</th>
<th>No. of Beneficiaries</th>
<th>Financial support per person monthly ($)</th>
<th>Total amount per year ($)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency accidents</td>
<td>72</td>
<td>200</td>
<td>14400</td>
<td></td>
</tr>
<tr>
<td>2. Supporting social charities</td>
<td>6 institutions</td>
<td>300/quarterly</td>
<td>7200</td>
<td>200 cases</td>
</tr>
<tr>
<td>3. school and college students</td>
<td>80</td>
<td>50</td>
<td>36000</td>
<td>9 months</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>57600</td>
<td></td>
</tr>
</tbody>
</table>
Charities

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Quarterly support ($)</th>
<th>Annual support ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethany for outcast girls</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>Care of god house</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>The Group of Love &amp; Joy, in the northern region</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>The Group of Love &amp; Joy, Baghdad</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>The Group of Love &amp; Joy, Basrah</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>The Monastery of Monks</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1800</strong></td>
<td><strong>7200</strong></td>
</tr>
</tbody>
</table>

Summary of the costs of the activities of the project

<table>
<thead>
<tr>
<th>Activities</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical aspect</td>
<td>73360</td>
</tr>
<tr>
<td>Social Aspect</td>
<td>57600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>130960</strong></td>
</tr>
</tbody>
</table>
The programme will be implemented and the groups will be targeted through our nine centres scattered in Iraq and in coordination with some state and social organizations, the beneficiaries will visit the work sites to present the necessary documents and then the asocial workers will make field visits if necessary:

- To have a close look at the beneficiaries cases
- Providing psychological support
- Reaching to the beneficiaries and making relations based on friendship
- filling the forms made for this purpose
- Assessing the case

All the data will be entered and archived in a special computer system to facilitate having the necessary data to analyze the process of work and avoid repetition.

The programme also receives in it the clinic all the needy people according to a mechanism prepared for this.

7. Structure of the Programme

Programme's supervisor (General administration in Baghdad)
Executive Assistant (General Administration in Baghdad)
Secretary (General Administration in Baghdad)

- Baghdad (A medical staff and a secretary)
- Volunteers to support the staff in implementing the activities.
8. Successes

The programme achieved remarkable successes during last period
We can summarize as below:-

• **Foreseen Successes**

1. Treating (60) persons with chronic diseases and consequently saving their lives
2. Contributing in making surgeries for (248) persons and consequently achieving recovery
3. Developing and educating (100) persons through individual or collective lectures
4. Receiving and treating (5220) cases through the clinic of the programme
5. The recovery rate among the patients of the two clinics is 80%
6. Assisting (60) persons affected by violence through helping them to regain self-trust to continue living and overcoming difficulties
7. Supporting (80) students for 8 months to continue their studies taking into consideration that the rate of success among the beneficiaries is 85% which proves the success of this activity and the necessity of its continuity

• **Unforeseen Successes**

1. Communication with the poor and needy
2. Compassion and coexistence with people
3. Developing continuous social relationships
4. The role of the Church inside the community and its achievement in reaching the vulnerable
5. The programme succeeded in taking its role with the rest of the programmes to achieve the policy of the institution in presenting diverse support for the poor and needy

9. Addition and Updating

1. More accurate Identifying of needs through the current project
2. More communication with hospitals and health institutions in addition to work coordination especially on the health aspect with St. Rafael Hospital
3. Diversifying health support presented by the two clinics in addition to the lab tests which was designed for preset these services currently
4. More coordination with the rest of Caritas Iraq programmes
5. Applying the policy of heading towards the beneficiaries through the (Mobile Clinic) of Caritas Iraq
The Programme of Supporting Patients, Victims of Violence and Students

Programme Manager
Safaahazim

Secretary
Hiba Sumer

Executive Assistant
Wassim Hazim

Driver

Accountant
Nassir Stephan

Baghdad Warehouse

Storekeeper
Nabil Gebrail

Guard
Salman Jabr

The Health Dept.

Baghdad Clinic

General Physician

The dentist

Nutritionist & Diabetes

Dermatologist

Ultra sound physician
((Job Description of the staff of the Programme))

1- **Job Description**: *Programme Manager*

2- **Programme**: Supporting the Poor and Needy people

3- **Location**: Head office of Caritas Iraq

4- **Answers to**: Director General of Caritas Iraq

5- **Responsible of**: Planning

   Supervision
   - Following up: the programme at the head office
   - The health dept. / Baghdad
   - Centres of Caritas Iraq

6- **Summary of work**:

7- **Responsibilities**:

   **A. Management**:
   - Providing staff working at the head office, the executive assistant and the secretary as well as providing a staff working at the Health dept. of doctors and assistants in Baghdad and the northern region.
   - Providing staff working at Baghdad and governorate centres of social workers and heads of centres.
   - Drawing the problem tree for the prog. to build the proposals accordingly.
   - Writing monthly and annual reports

   **B. Field**
   - Field visits of poor families to be assisted by the programme
   - Field visits of the targeted groups in the institutions
   - Meeting with the staff of the prog. and centres to discuss the positive and negative points resulting from implementing the programme

   **C. Technical**
   - Leading the work team on regular meetings
   - Coordinating with other private and state organizations
   - Representing the programme in internal and external visits
   - Evaluating the performance of the working team
   - Monitoring and evaluating achieved work

   **D. Financial**
   - Preparation of the budget in coordination with the executive assistant
   - Following-up expenses of all activities of the prog. in accordance with the proposed budget

   **E. Training and Development**
• Holding meetings with the staff
• Nominating staff to participate in internal and external courses to increase knowledge and expand concepts

8- Qualifications
• B.Sc. or high diploma
• Serving in one of the humanitarian governmental or non-governmental organizations, for no less than 3 years

9- Personal skills and competencies

• Language
• Computer using
• Ability to comprehend education basis

1- Job Description: Executive assistant
2- Programme: Supporting the Poor and Needy people
3- Location: Head office of Caritas Iraq
4- Answers to: Programme manager
5- Responsible of:

6- Summary of work:
   - Taking over the responsibility in case of the manager's absence (acting as the assistant of the head of the prog.)
   - Organizing the amounts received from donors
   - Following up monthly expenses according to the budget

7- Responsibilities:

A. Management:
   • Dividing the amounts received on the aspects of the programme
   • Preparing monthly and quarterly statements of the numbers, amounts and types of programmes in quarterly and annual reports.
   • Typing, managing and coordinating the photos for the quarterly and annual reports
   • Preparing daily and monthly statements of the expenses (numbers and amounts)
   • Preparing a monthly statement on the details of the planned budget, actual expenses and left over amounts
   • Informing the programme manager on the expiry or availability of funds
   • Preparing a statement of names and amounts of the programmes spent and sent to the centres

B. Field
   • Field visits to charities and centres of Caritas Iraq
C. Technical

- Facilitating office work
- escorting the programme manager on certain activities when asked by the programme manager
- Following up and organizing computer programmes

D. Financial
- Participating in preparing the project proposal
- Following up the expenses of the programme according to the budget

E. Training and Development

- Participating in training courses inside and outside Iraq for the purpose of training
- Participating in meetings held in the programme
- Disseminating the meetings decisions to the governorates through visits

8- Qualifications
- B.Sc. or high diploma

9- Personal skills and competencies

- Language
- Computer using

1- Job Description: Secretary of the programme
2- Programme: Supporting the Poor and Needy People
3- Location: Head office of Caritas Iraq
4- Answers to: Programme manager
5- Responsible of:
6- Summary of work:
   - Assisting in implementing the ongoing programmes (social and medical)
7- Responsibilities:

A. Management:

- Preparing time schedule of work management
- Receiving, following up and personal supervision of the programmes from the centres in addition to archiving the monthly movement of the names, numbers of the beneficiaries and the amounts as well.
- Keeping the reports and activities on the computer and certain files.
- Do all the other duties assigned by the programme management
- Printing reports, budgets and else.
- Continuous communication with heads of the centres to implement the programmes
F. Field
- Field visits to the centres to follow up implementing the ongoing programmes
- Following up implementing the programmes by the centres to confirm receipt regularly

G. Technical
- Facilitating office work
- accompanying the programme manager or his assistant on doing certain activities when assigned by the programme manager

H. Financial

I. Training and Development
- Participating in training courses inside and outside Iraq
- Participating in meetings held in the programme
- Disseminating the meeting decisions to the staff working in governorates through visits

8- Qualifications
- B.Sc. or high diploma
- Using the computer, having this spirit of serving and free giving and the absolute belief in caritas Principles

9- Personal skills and competencies
- Computer using
- English language

1- Job Description: Head of the health Department of Caritas Iraq and supervisor of the medical programme
2- Programme: Supporting the Poor and Needy People
3- Location: Health Dept. of Caritas Iraq
4- Answers to: Programme manager
5- Responsible of:
   a. Supervising and following up all the health issues in Baghdad and the governorates

6- Summary of work:
7- Responsibilities:

A. Management:
- Preparing quarterly and annual reports of the activities of the health dept.
- Participating in preparing the medical project proposal annually
- Following up the activities of the medical programme
- Supervising the provision of medical equipment and requirements for the victims of violence and patients

B. Field
• Examining and treating patients forwarded from Caritas centres and dioceses to the health dept.
• Supervising the health issues of the staff
• Presenting counseling to the procurement committee in case of procurement of medical supplies
• Supervising the health awareness raising courses held by the programme

C. Technical

D. Financial

E. Training and Development

• Participating in courses inside and outside Iraq on issues relevant to the medical programme

8- Qualifications
• B.Sc. in medicine and surgery

9- Personal skills and competencies

• English Language
• Computer using
• Long practical experience in working in the state and private hospitals

1- Job Description: Secretary of the health Department
2- Programme: Supporting the Poor and Needy People
3- Location: Health Dept. of Caritas Iraq
4- Answers to: The programme of Supporting the Needy and Poor People
5- Responsible of:
   a. Assisting the doctors according to their needs
   b. Organizing the needs of the clinic in terms of furniture and assets
   c. Organizing the needs of the doctors in terms of equipments and material for treatment
   d. Organizing the appointments given to patients
   e. Following up the time table of doctors attendance on daily and weekly basis

6- Summary of work:
7- Responsibilities:

   A. Management:
   • Following up the attendance of the medical staff
   • Organizing the doctor's files of registering the numbers of beneficiaries
   • Presenting monthly statistics of the Health department to the programme management
• Data entry of the names and numbers of beneficiaries in addition to their medical case on the computer

B. Field

C. Technical
• Play the role of coordinator on establishing a new clinic in the dept.
• Presenting suggestions along with the medical staff on activating the therapeutic activity in the clinic
• Following up the maintenance of medical equipment

D. Financial
• Following up the needs of the dept. of assets and others
• Coordinating with the head of the dept. on all subjects and issues

E. Training and Development
• Coordinating with the head of the health dept. and the medical staff on defining the needs of improving the medical staff to be presented to the programme management
• Opening up to the medical staff and make use of their experience in serving the targeted groups
• Participating in courses inside and outside the country to raise the awareness of the community

8- Qualifications
• B.Sc. high diploma

9- Personal skills and competencies
• English Language
• Computer using
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Financial Manager
Rouwaied G. Sabbagh
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Budget of Patients, Victims of Violence, Students program 2015-2016