**Preliminary Job Information**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>HEALTH PROGRAM MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country &amp; Base of posting</td>
<td>GOGRIAL, WARRAP STATE, SOUTH SUDAN</td>
</tr>
<tr>
<td>Reports to</td>
<td>FIELD COORDINATOR</td>
</tr>
<tr>
<td>Creation/Replacement (incl. name)</td>
<td>Creation</td>
</tr>
<tr>
<td>Duration of Handover</td>
<td>-</td>
</tr>
<tr>
<td>Duration of Mission</td>
<td>9 months</td>
</tr>
<tr>
<td>Funding ensured until (date + no. of months)</td>
<td>31/12/2016</td>
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**General information on the mission**

**Context**

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians’ victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 140 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 4 million people in 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.

In the Republic of South Sudan (SSD), more than 2 years of armed conflict have shattered the lives of millions of people. 2014 and 2015 have been years of continued instability due to unresolved border issues (between Sudan and South Sudan) and more importantly due to the civil war between SPLM/A forces loyal to President S. Kiir and SPLA-IO loyal to the rebel leader R. Machar, former vice-president. As of beginning of 2015: at least six out of 10 states are affected by armed violence. 1.66 million people have been displaced within the country, more than 640.000 refugees have fled out of the country, 3.9 million people are severely food insecure. Among IDPs, about 180.000 people have found refuge in UNMIS PoCs. All this needs to be considered in a very young country within which virtually the entire population has experienced forced displacement at least 1 time and hence where resilience is massively jeopardized.

Northern Bahr el Ghazal (NBeG) and Warrap states (where PUI is respectively operating since Feb. 2015 and planning to start operating in spring 2016) have been and still are largely neglected by humanitarian assistance because of their peripheral situation with regards to the armed conflict. However, a deterioration of the humanitarian context is to be noted and new displacements are still an option for the coming months.

**PUI’s strategy/position in the country**

PUI has been operating in SSD since February 2015 and intends to extend the coverage of its current intervention. Addressing urgent needs of the most vulnerable in the targeted areas is planned through the following strategic objectives:

- Improvement of the access to health care services
- Reduction of the risks associated with food insecurity and undernutrition

Other strategic objectives will be considered in 2016 and will be used to define complementary multi-sector needs assessment in the area where PUI is already operational but might also cover new counties/states depending on the evolution of the political/security situation. The sectors PUI would like to investigate are the following: Shelter & NFIs, Water Sanitation & Hygiene, Rehabilitation & Construction and Economic Recovery.

In 2015 PUI has implemented the following projects in the county of Aweil North (NBeG State):

- Access to Primary Health Care services:
A Primary Health Care Centre has been fully operational in Malual Centre Payam and associated to outreach and community based activities in an area where host community is massively vulnerable and where movements are still recorded. The targeted area is virtually free from other type of humanitarian intervention. This project is funded by ECHO DG, will be extended in time in 2016 and shall be scaled-up in 2016 by the operating of a second PHCC in West Gogrial county (Warrap State).

- Food Security and Nutrition:
  Food distributions have targeted about 600 IDP households in Aweil North County as well as the families of patients discharged after having been treated for Acute Sever Undernutrition in the PHCC. This project has been supported by CIAA in 2015 and has also allowed distributing daily food parcels to patients and care-takers at the PHCC level. This project is supposed to be extended in 2016.

The financial volume of operation in 2016 should be superior to the volume of 2015 thanks to the scaling up of operations in Warrap county.

### History of the mission and current programs

PUI has been implanting different activities in Northern Barh El Gazal State since its arrival in the country:

- PUI took over a Primary Health Care Centre (PHCC) that used to be run by MSF-Spain. Since the beginning of the activities, PUI has provided consultations to over 40,000 people from the whole state. PUI is delivering a full PHC package that includes health as well as sexual and reproductive health, with a special attention on children under 15 and pregnant and lactating women. This project is supported by ECHO for 1.7 million € over 14 months. This project will continue through 2016.

- Nutrition activities in 1 PHCC and 2 PHCUs, by delivering assistance to Acutely Malnourished children from 6 to 59 months through OTP, TSFP and Stabilization Center activities

- As per its integrated approach, PUI has also been implementing a project of food distribution through for 760 households in Aweil North County, some being the family of children enrolled in a nutrition program, and IDPs from the nearby Mangar Mayol settlement. This project is continuing in 2016 and is supported by CIAA for 300,000 €EUR over 10 months.

- Community outreach activities that are intertwined in every aspect of the activities. Our network of Community Volunteers are actively involved in active malnutrition screening within the communities, referral of cases to the PHCC and PHCUs; they also deliver health and IYCF (Infant and Young Child Feeding) education sessions

While continuing the above mentioned activities, **PUI is opening a new base** in another affected state: Warrap. While not directly involved in the current conflict, Warrap suffers from the highest rates of malnutrition and food insecurity in the country and, as in the majority of other states, does not have a properly functioning health system in place. MSF-Belgium are planning to scale down their activities and pull out from the management of the Gogrial PHCC (Gogrial West County). This would have tremendous consequences and leave a huge gap.

**PUI will take over the activities in Gogrial PHCC**, in order to ensure continuity of care for the population of the area. PUI will only treat children under 15 as well as pregnant and lactating women, with an expected case load of 6,000 patients a month. **This exciting opportunity comes with many challenging tasks** in the first few weeks of the bases’ opening: handover with MSF-Belgium, implementation of PUI’s procedures and protocols, recruitment and training of the whole staff, coordination with local authorities, etc.

### Configuration of the Mission

<table>
<thead>
<tr>
<th><strong>BUDGET FORECAST 2016</strong></th>
<th>4.5 MILLION €</th>
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<tbody>
<tr>
<td><strong>BASES</strong></td>
<td>Juba, Pamat, Gogrial</td>
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<tr>
<td><strong>NUMBER OF EXPATRIATES</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>NUMBER OF NATIONAL STAFF</strong></td>
<td>150</td>
</tr>
<tr>
<td><strong>NUMBER OF CURRENT PROJECTS</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>MAIN PARTNERS</strong></td>
<td>ECHO, CIAA, UNICEF, WFP</td>
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<tr>
<td><strong>ACTIVITY SECTORS</strong></td>
<td>Health, Nutrition, Food Security</td>
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| **EXPATRIATE TEAM**         | Juba Coordination Office : 5 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator, Coordination Assistant)  
Pamat Base: 4 expatriates (Field Coordinator, Base Administrator, Base Logistician, Health Program Manager) |
Job Description

Overall objective

The Health Technical Manager supervises the implementation of health programs deployed by PUI in Gogrial West County, Warrap State.

Tasks and Responsibilities

- **Programs:** He/She ensures proper implementation and monitoring of health program(s) falling under his/her responsibility, while observing PUI’s health policy.
- **Human Resources:** He/She supervises the Medical Team (PUI salaried employees and, as the case may be, daily paid workers).
- **Logistics and Administration:** He/She ensures compliance of activities falling under his/her responsibility with logistical and administrative procedures.
- **Representation:** He/She represents the association before partners, authorities and local actors involved in the implementation of medical programs.
- **Safety:** He/She contributes to efforts aimed at ensuring compliance with safety rules at the site, and transmits all information relating to safety concerns to his/her immediate supervisor.
- **Strategy:** He/She contributes to the development of new interventions on the basis of identified needs.

Specific objectives and linked activities

1. **ENSURE IMPLEMENTATION AND MONITORING OF MEDICAL PROGRAM/S**
   - He/She ensures that beneficiaries and local populations understand the project objectives and participate actively in their implementation.
   - He/She plans activities and ensures that activity timelines are met. In the event of serious delays in project implementation, he/she immediately informs his/her supervisor and proposes solutions to remedy the situation.
   - He/She works in close collaboration with the Medical Coordinator (or the Medical Department) on the medical strategy for projects, the quality of activities, the technical choices to be made, and reporting obligations.
   - He/She ensures the proper functioning of medical programs falling under his/her responsibility, and ensures compliance with goals defined in the project proposal/s. Notably, he/she tracks the performance indicators defined, reports on progress to his/her immediate supervisor, signals any difficulties encountered in project implementation, and proposes improvements or reorganization on an as needs basis.
   - He/She ensures follow-up and analysis of epidemiological data, in collaboration with the Medical Coordinator (or the Medical Department).
   - He/She undertakes needs assessments of programs in relation to medical equipment, medications and medical consumables.
   - He/She ensures the implementation of monitoring and/or evaluations, according to the defined needs of the project/s. He/She undertakes analyses and transmits the data collected to his/her immediate supervisor, and to the Medical Coordinator. Depending on the needs of the projects and/or the data collected, he/she produces and disseminates reports of the monitoring and evaluation exercises to the relevant people.
   - He/She ensures proper archiving of all the documents, tools and training materials produced in the context of project/s and ensures the availability of the verification sources mentioned in the proposals.
   - He/She transmits the internal and external reports to his/her immediate supervisor and to the Medical Coordinator while making sure to meet the internal deadlines for endorsement (Situation Report) and the external contractual deadlines (project reports). He/she contributes to the monthly report of the mission and to the quarterly report of medical activities to be transmitted to the Medical Department.
   - He/She must guarantee the appropriateness of programs and their respect for the health policy and framework of operations of PUI. He/she submits any requests for advancement into new medical activities to the Medical Coordinator or to the Medical Department at Headquarters.

2. **SUPERVISE THE MEDICAL TEAM**
   - He/She familiarizes himself/herself with the Internal Rules of Procedure of PUI for the mission, and ensures that they are known and respected by the team.
   - He/She prepares job profiles for members of the team, has them endorsed by the Field Coordinator, and participates actively in the hiring process (interviewing, testing, etc), as well as in any decisions related to the termination of employment contracts of team members.
   - He/She ensures that each person is subject to a written evaluation at least once per contract period and per year, and at a minimum before leaving office.
   - He/She creates coordination mechanisms specific to the team, and ensures proper supervision.
   - He/She identifies the training needs of the team and addresses them (organizational and medical support, methodology, organization of training sessions…).
   - He/She constructs the organizational chart of the team, and has it endorsed by the Base Manager.
3. ENSURE LOGISTICAL AND ADMINISTRATIVE SUPPORT FOR MEDICAL PROGRAMS
   - He/She addresses his/her needs for medications, medical consumables and equipment to the Field Coordinator, and in line with available budgets. He/she takes into account the time and logistical constraints of the mission, as well as the purchasing rules specific to the programs, in order to ensure that his/her requests are realistic in light of procurement timelines. He/She contributes to the analysis of supplier of bids for purchases with highly technical specifications.
   - He/She participates actively in the preparation of calls for tender, as the case may be, in collaboration with the Logistics Coordinator and the procurement officer at Headquarters.
   - In coordination with the Field Coordinator, he/she ensures, appropriate storage of medications, medical consumables or equipment specific to his/her programs.
   - He/She communicates to the Field Coordinator on a weekly basis his/her needs related to vehicles and communication equipment for the implementation of program/s.
   - In coordination with the Field Coordinator, he/she organizes the logistical components of his/her programs (delivery, distribution, on-site storage, etc.)
   - On a monthly basis he/she provides the Field Coordinator with all information necessary for the development of cash flow estimates specific to his/her program(s).
   - He/She ensures that the monthly budget tracking of the program(s) falling under his/her responsibility is up-to-date, participates in analyses, detects possible anomalies, and proposes adjustments to the Field Coordinator.

4. ENSURE THE REPRESENTATION OF PUI BEFORE HEALTHCARE PROVIDERS
   - He/She represents the association before local actors involved in the implementation of medical programs, and ensures that good relations are maintained with each of them, (consistent with the principles of neutrality and independence of PUI).
   - In agreement with the Field Coordinator, he/she attends coordination meetings on relevant medical matters when they take place, and participates actively.
   - In the event of visits from Donors, he/she participates actively in the preparation and the smooth organization of the visit.

5. ENSURE THE SAFETY OF PROPERTY AND PEOPLE
   - He/She ensures that the safety plan is known by the team falling under his/her responsibility, and that safety rules are respected.
   - He/She contributes to data collection on safety issues in his/her field of operations and disseminates them to the Field Coordinator regularly or on an ad-hoc basis if urgent.
   - He/She must ensure that project/s, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons in harm’s way. He/she alerts the Field Coordinator without delay, in case of impending danger to teams or beneficiaries.
   - He/She ensures that members of his/her team and daily paid workers as the case may be, are provided with safety gear adapted to their activities (for example: PEP kits[post-exposure treatment kits], gloves…).

Focus on 3 priority activities relating to the context of the mission

- Implement PUI medical procedures, rules and protocols to the Gogrial PHCC while ensuring the smooth launching and implementation of activities
- Recruit, train and manage the team within the Health Department and ensure smooth transition from MSF
- Follow up on the humanitarian context and if relevant, propose and develop new interventions in Gogrial West, if relevant

Number of people to manage and their position (expatriate/local staff)

- Direct management:
  - Expat : 0
  - National : 1 (PHCC Manager)
- Indirect management:
  - National : 80

Required Profile

<table>
<thead>
<tr>
<th>Required Skills and Know-How</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>TRAINING</td>
<td>Registered Nurse</td>
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<tr>
<td></td>
<td>Residency in Medicine</td>
<td>Project Management</td>
</tr>
<tr>
<td></td>
<td>Nutrition background</td>
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<tr>
<td>PROFESSIONAL EXPERIENCE</td>
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<td></td>
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<td>International</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Technical</td>
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KNOWLEDGE AND SKILLS

- Good writing skills
- Knowledge of Project Management
- Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...)

LANGUAGES

- French X
- English X
- Other (specify)

SOFTWARE

- Pack Office
- Other (specify) ENA, SPSS, SQUEAC calculator

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- Ability to work independently while taking initiatives and showing a sense of responsibility, particularly in the context of mission opening
- Ability to withstand pressure
- Sense of diplomacy and openness of spirit
- Analytical skills
- Organization and manage priorities
- Good brainstorming and trouble-shooting skills
- Ability to work and manage affairs professionally and with maturity
- Ability to integrate the local environment into operations, in its political, economic and historical dimensions

Proposed terms

Status

- EMPLOYED with a Fixed-Term Contract

Compensation

- MONTHLY GROSS INCOME: from 1 650 up to 1 980 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- COST COVERED: Round-trip transportation to and from home / mission, visas, vaccines...
- INSURANCE including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- HOUSING in collective accommodation
- DAILY LIVING EXPENSES: « Per diem » of 700 euros / month
- BREAK POLICY: 5 working days at 3 and 9 months + break allowance
- PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months