

## Preliminary Job Information

<b>Job Title</b>	MEDICAL COORDINATOR
<b>Reports to</b>	HEAD OF MISSION
<b>Country &amp; Base of posting</b>	SOUTH SUDAN – JUBA
<b>Creation/Replacement</b>	Replacement
<b>Duration of Handover</b>	2 weeks
<b>Duration of Mission</b>	12 months

## 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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

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 assessments 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 Severe 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

<b>BUDGET FORECAST 2016</b>	<b>4.5 MILLION €</b>
<b>BASES</b>	<b>JUBA, PAMAT, GOGRIAL</b>
<b>NUMBER OF EXPATRIATES</b>	13
<b>NUMBER OF NATIONAL STAFF</b>	150
<b>NUMBER OF CURRENT PROJECTS</b>	4
<b>MAIN PARTNERS</b>	ECHO, CIAA, UNICEF, WFP
<b>ACTIVITY SECTORS</b>	Health, Nutrition, Food Security
<b>EXPATRIATE TEAM</b>	<u>Juba Coordination Office</u> : 5 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator, Coordination Assistant) <u>Pamat Base</u> : 4 expatriates (Field Coordinator, Base Administrator, Base Logistician, Health Program Manager)

## Job Description

### Overall objective

The Medical Coordinator is responsible for the success of the mission's health strategy and the quality of current and future health programmes at the definition, implementation and evaluation phases. He/She provides support to programme managers who report to him on the basis of a dotted-line relationship.

In addition to the health programs, the Medical Coordinator will also be requested to support the implementation of the food security and livelihoods (FSL) small scale activities in order to have a coherent integrated multi-sector approach.

### Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the STC, he/she contributes to the development of the integrated/multi sector approach mission' strategy. He/She carries out epidemiological monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- ▶ **Programmes:** He/She ensures that health programme(s) are in line with PUI's technical policies and monitors them for quality and efficacy.
- ▶ **Representation:** He/She represents the association to partners, authorities and local stakeholders involved in implementing health programmes.

- ▶ **Human Resources / Training:** He/She supervises the medical and FSL coordination team (PUI employees), provides support to programme managers for recruiting technical staff and supervises technical training activities on the basis of identified needs.
- ▶ **Logistics and Administration:** He/She ensures the activities for which he/she is responsible comply with logistical and administrative procedures.
- ▶ **Safety:** He/She contributes to compliance with safety rules within the mission and communicates any safety-related information to the Head of Mission. He/She ensures healthcare is provided for expatriate staff involved in the mission.

## Specific objectives and linked activities

### 1. MONITOR AND UPDATE TECHNICAL STRATEGY

- ▶ He/She contributes to the development of the mission's operational strategy in line with PUI's health policy, integrated approach initiative and the country's national health policy and the identified needs.
- ▶ He/She submits any proposals for the development of new health activities in new areas of operation to the Head Office Medical Department. He/She ensures that the health activities of the mission's programmes comply with PUI's health policy and operational framework.
- ▶ He/She ensures tools and practices across the whole of the mission are harmonised and capitalised in relation to PUI tools and helps to update them in conjunction with the STC
- ▶ He/She ensures that epidemiological data, medical protocols, national health policy and assistance programmes from key players in the healthcare sector (WHO, UNICEF, UNFPA, UNAIDS, etc.) for the country are monitored and analysed in conjunction with the HQ Health Advisor.
- ▶ He/She promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the STC.
- ▶ He/She attends coordination meetings as an active contributor. He/She organises annual reflection and strategic development workshops with the mission's technical staff as necessary.

### 2. MONITOR THE MISSION'S HEALTH PROGRAMME(S)

- ▶ He/She provides continuous information to the Head of Mission and project managers on new directions on health policies at a national level and within PUI.
- ▶ He/She ensures reports on medical activities (quarterly for the medical department), in particular in relation to epidemiological data, consumption of medical supplies, indicators and results of the mission's health programmes are monitored and analysed.
- ▶ He/She supervises the operation of health, including project and site visits, monitoring the quality of care, meeting medical and FSL staff and organising meetings and training for the staff.
- ▶ He/She provides technical support for programmes by responding to technical questions, analysing health strategy and identifying solutions to problems.
- ▶ He/She contributes to adapting implementation and monitoring methods for medical and FSL activities on projects run by the mission.
- ▶ He/She ensures that orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.) and according to PUI 'AQ drugs' policy.
- ▶ He/She communicates internal and external reports to the Head of Mission and Head Office Medical Department in line with internal approval timescales (situation report) and external contractual deadlines (project reports).

### 3. SUPERVISE THE MEDICAL TEAM

- ▶ He/She is familiar with PUI's Internal Regulations in relation to the mission and ensures these are understood and complied with by his/her team.
- ▶ He/She draws up job descriptions for the members of his/her team, has them approved by the Head of Mission and plays an active role in recruitment (interviews, tests, etc.). He/She participates in the decision to terminate the employment contract of members of his/her team.
- ▶ He/She ensures that all staff are assessed in writing at least once per contract and once a year, and as a minimum before they leave their post.
- ▶ He/She introduces coordination mechanisms specific to his/her team and organises team supervision.
- ▶ He/She identifies training needs for his/her team and supplements this through the provision of organisational, methodological and technical support, organising training, etc.
- ▶ He/She draws up an organisation chart for his/her team and has it approved by the Head of Mission.
- ▶ He/She participates in defining all medical positions for the mission (recruitment, training, monitoring, setting objectives, support and assessments for local staff).

### 4. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF HEALTH and FSL PROGRAMME(S)

- ▶ He/She participates in analysing orders for medicines, consumables and medical equipment placed by project technical managers.
- ▶ He/She contributes to analysing bids made by suppliers for purchases with stringent technical specifications.
- ▶ He/She provides all the information needed to produce a cash flow forecast for his/her own department to the Administration and Finance Coordinator on a monthly basis.
- ▶ He/She ensures up-to-date budget monitoring for the department for which he/she is responsible on a monthly basis and participates in analysing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

**5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR**

- ▶ He/She represents the association to key national and local players (NGOs, health authorities and institutional stakeholders) involved in implementing medical programmes and ensures good relationships are maintained with each of them (ensuring compliance with PUI's principles of neutrality and independence).
- ▶ In the event of a visit by a donor, he/she plays an active role in preparing and managing the visit.

**6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE**

- ▶ He/She ensures the safety plan is understood by the team for which he/she is responsible and that safety rules are respected.
- ▶ He/She contributes to gathering information relating to safety in his/her area of operation and disseminates this on a regular basis or *ad hoc* in the event of an emergency.
- ▶ He/She ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.).
- ▶ He/She participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and Head Office.

**7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS**

- ▶ He/She participates in and/or supervises exploratory missions in conjunction with the Head of Mission.
- ▶ He/She provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.
- ▶ He/She participates in identifying healthcare and FSL needs in conjunction with the project teams.
- ▶ When defining new operations, he/she works with the project teams to prepare and draft project proposals for health and FSL-related activities.
- ▶ He/She participates in drafting the mission's annual action plan.

**Focus on 3 priority activities related to the context of the mission**

- ▶ Direct support in launching of activities (recruitment, setting up of working schemes, technical support,...) at field level (both health and food security ones)
- ▶ Definition and launching of health supply schemes
- ▶ Support to the management of activities' handover from MSF-Spain
- ▶ Representation and insertion of PUI within the health coordination mechanisms

**Team Management**

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

- ▶ Indirect management only : 1 expatriate Health Project Manager

**Required Profile**

**Required knowledge and skills**

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Medical training OR Paramedic training + Public health Medical internship	5 years post-secondary education in Pharmacy Public health Project management
<b>PROFESSIONAL EXPERIENCE</b> ▶ Humanitarian ▶ International ▶ Technical	X X X (previous experience in running multi-sector programs)	
<b>KNOWLEDGE AND SKILLS</b>	▶ Good written communication skills ▶ Knowledge of project management ▶ Knowledge of multi-sector programming	▶ Knowledge of procedures of institutional donors OFDA, ECHO, AAP, UN agencies, etc.)
<b>LANGUAGES</b> ▶ French ▶ English ▶ Other (please specify)	X	X
<b>SOFTWARE</b> ▶ Pack Office ▶ Other (please specify)	X	

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

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Resilience to stress

- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organisation and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

## Proposed terms

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 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 »)
- ▶ **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