

## Preliminary Job Information

<b>Job Title</b>	<b>TECHNICAL HEALTH MANAGER PHCC</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA, BASED IN MAIDUGURI</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Creation/Replacement</b>	Creation
<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.

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as the first economy in Africa thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge socio-economic inequalities, and from high rates of corruption, at every level. In 2015, presidential elections were held and led to the election of Muhammad Buhari (former military) to replace Goodluck Jonathan. During the first months of his election, he has shown particular efforts to get progressively rid of corruption, and has officially announced that he would stop Boko Haram from harming people.

Boko Haram (meaning Western education is forbidden/ is a sin), renamed Islamic State in Western Africa after it pledged allegiance to the group Islamic State in April 2015, is a Sunni terrorist and jihadist group seeking to create a Kalifate in western Africa ruled by the sharia law. Created in 2002 by Mohamed Yusuf in Maiduguri (State of Borno), the group has been carrying out armed attacks on civilian populations since 2011. Abubakar Shekau has taken over the leadership of the group after Yusuf died in detention in 2009 and has radicalized BH's actions in the Lake Chad Basin.

From 2013, Boko Haram exported its action abroad, in Cameroon, Chad and Niger and was linked to a number of attacks kidnapping, particularly in Northern Cameroon. The intensification of conflict in north east states of, Borno, Adamawa and Yobe has inevitably resulted in the displacement of people across the troubled states. As of today, OCHA estimated that 7 million people are in need of humanitarian assistance, of whom 1.8 million are displaced in the sole city of Maiduguri. The main need is related to Food Security, and access to basic services (Water, Health, and Sanitation).

If a regional force made up of troops from Nigeria, Niger, Chad and Cameroon launched a military offensive against Boko Haram in early 2015 and resulted in significant territorial losses for the insurgent group.

In August 2016, Al-Barnawi was appointed as the new leader by the high commandment of ISIS for the western African province of the Islamic State, which caused a scission inside the group between ISWA (Islamic State in Western Africa) led by Al-Barnawi and Boko Haram "historical channel" led by Abubakar Shekau. This scission might cause changes in the security context in the coming months. Armed clashes are still ongoing in Borno state drastically reducing access to the vulnerable populations outside Maiduguri, in Local Government Areas of Borno State.

### PUI's Position/ Strategy in the Country

PUI is present in Nigeria since April 2016, and wishes to cover the needs of crisis affected people in Borno State, and particularly in Maiduguri city.

In order to perform the objective mentioned above, Première Urgence Internationale aims to develop a comprehensive integrated approach, targeting the people's needs in Food Security, Health, Shelter and WASH.

## History of the Current Mission and Programs

PUI has kept a constant watch on the Boko Haram crisis since the rise of the insurgency in 2009 and especially since the beginning of mass displacements in 2013. PUI has conducted a two phase assessment in December 2015 and in January-February 2016. First, in Abuja in December 2015 with the objective of meeting key partners, networking with INGOS, UN agencies, donors and authorities, launching the registration process as well as preparing the second phase. This second phase has been conducted with the objective of performing a multi-sector needs and vulnerability assessment targeting IDP and local populations (those hosting IDPs and those not) outside of official camp settings in Borno State's capital, Maiduguri. This assessment confirmed the emergency of the humanitarian situation and the need for a rapid intervention in order to address primary needs of people affected by the conflict in this area, especially those who had not received any assistance yet.

Moreover PUI has been present in the region for more than a decade, implementing projects in Chad since 2004 and in Cameroun since 2008. In Cameroon, PUI is implementing a project in response to Boko Haram -related displacement in the Extreme North, and in Adamaoua.

PUI has been officially opened in Nigeria since april 2016, targeting affected vulnerable populations living in the ward of Bolori II in the northern part of Maiduguri. PUI has been granted a temporary registration and is under way to get a permanent registration. Besides PUI has initiated and maintains close relations with NEMA and SEMA, the state agencies in charge of the overall coordination of the response to the crisis.

Currently two projects (funded by ECHO and CDC) of electronic food voucher are being implemented targeting about 1825 vulnerable households of Maiduguri.

In parallel, OFDA will support PUI to develop a Health program in the targeted areas and some discussions are ongoing with the UNHCR and the Logistics Cluster regarding the implementation of some activities in Shelter sector and storage's one.

Following the results of a health assessment done in September 2016, PUI is launching a health intervention in Maiduguri which aims at improving access to healthcare for the most affected population of the District of Bolori II, northern Maiduguri, Borno State, with the main objective of reduction of morbidity and mortality among displaced and host populations.

The project will achieve its objective through:

- Provision of a Full Primary Healthcare package (staffing, service provision and supply) in a public Primary Health Care Center in Bolori II, Maiduguri city, including an Out Patient Therapeutic Program, and the provision of Basic Emergency Obstetric and New Born Care
- Implementation of two Mobile Health Clinics
- Coordination with the State Ministry of Health and the Health Cluster for an harmonization of all interventions in the Health sector in Maiduguri MC
- Liaison with Secondary Healthcare Facilities and State Hospitals to strengthen the referral system and its follow up
- Prevention, detection and care of Severe Acute Malnutrition amongst children under 5 years old and of malnutrition among pregnant and lactating women, which represent the most vulnerable group

## Configuration of the Mission

<b>BUDGET FORECAST 2016</b>	<b>1.250.000 EUR</b>
<b>BASES</b>	MAIDUGURI ABUJA
<b>NUMBER OF EXPATRIATES</b>	8
<b>NUMBER OF NATIONAL STAFF</b>	16 Depending on new project : 50
<b>NUMBER OF CURRENT PROJECTS</b>	2
<b>MAIN PARTNERS</b>	ECHO, French Ministry of Foreign Affairs, OCHA, OFDA, UNHCR
<b>ACTIVITY SECTORS</b>	Food Security Development Ongoing : Health , Shelter, Wash

## Job Description

### Overall objective

The Technical Manager for Health supervises the implementation of medical activities in the Primary Health Care Center (PHCC) supported by PUI.

## Tasks and Responsibilities

- ▶ **Programs:** He/She ensures proper implementation and monitoring of medical program falling under his/her responsibility, while observing PUI's health policy.
- ▶ **Human Resources:** He/She supervises the Medical Team of the PHCC supported by PUI (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 that proper medical protocols are implemented according to international and national recommendations and guidelines.
- ▶ He/She ensures follow-up and analysis of epidemiological data, in collaboration with the Medical Coordinator.
- ▶ 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 Medical Coordinator, he/she ensures, appropriate storage of medications, medical consumables or equipment specific to his/her program(s).
- ▶ 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 and Medical 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 Head of Base 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...)

#### 6. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS

- ▶ He/She participates in identifying health-related needs in coordination with the Field Coordinator and the Medical Coordinator or the Medical Department at Headquarters.
- ▶ In the context of identifying new operations, and together with the Field Coordinator, he/she contributes to the preparation of project proposals for the Health sector.
- ▶ He/She participates in the strategy development of the mission.

### Team Management

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

- ▶ Direct management: Health staff at the PHCC (local staff)
- ▶ Indirect management:

### Other Interfaces

- ▶ Internal: functional link with the Medical Coordinator, work in collaboration with Mobile Clinics Unit Program Manager and with the Reproductive Health Officer, and the Nutrition Officer
- ▶ External: other health stakeholders

## Required Profile

### Required Skills and Know-How

	ESSENTIAL	DESIRABLE
<b>TRAINING</b>	Registered Nurse Residency in Medicine	Medical Degree Bac + 5 Pharmacy Public Health Project Management
<b>PROFESSIONAL EXPERIENCE</b>		X
▶ Humanitarian		

<ul style="list-style-type: none"> <li>▶ International</li> <li>▶ Technical</li> </ul>	<p>X</p> <p>X</p>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good writing skills</li> <li>▶ Knowledge of Project Management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...)</li> </ul>
<b>LANGUAGES</b>		
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (specify)</li> </ul>	<p>X</p> <p>X</p>	
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (specify)</li> </ul>	<p>X</p>	

**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
- ▶ 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

**Other**

**Conditions**

**Status**

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

**Salary Package**

- ▶ **MONTHLY GROSS INCOME:** from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

**Costs Covered**

- ▶ **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