

Preliminary Job Information

Job Title	MEDICAL COORDINATOR
Reports to	HEAD OF MISSION
Country & Base of posting	NIGERIA, BASED IN MAIDUGURI
Creation/Replacement	Creation
Duration of Mission	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 strategy/position 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 mission and current 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

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

Job Description

Overall objective

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

In the context of health activities opening, the Medical Coordinator strongly support the team for the development and the implementation of medical protocols according to the national and international recommendation in order to insure the quality of medical care provided in the primary health centre facility and the Mobile Health Clinics supported by PUI.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the field coordinator, he/she contributes to the development of new medical initiatives for the mission. 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 medical programme(s) are in line with PUI's health policy and monitors them for quality and efficacy.
- ▶ **Representation:** He/She represents the association to partners, authorities and local stakeholders involved in implementing medical programmes. He/she actively attend health working group and coordination mechanisms for health intervention.
- ▶ **Human Resources / Training:** He/She support the medical team (PUI employees), provides regular capacity building and trainings according to the needs, 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 MEDICAL STRATEGY

- ▶ He/She contributes to the implementation and the development of the mission's operational medical strategy in line with PUI's health policy and the country's national health policy.
- ▶ He/She submits any proposals for the development of new medical activities in new areas of operation to the Head Office Medical Department. He/She ensures that the medical 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 Head Office Medical Department.
- ▶ He/She ensures that epidemiological data, medical protocols, national health policy and assistance programmes from key players in the healthcare sector (WHO, UNICEF, UNFPA, etc.) for the country are monitored and analysed in conjunction with the Head Office Medical Department.
- ▶ He/She promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the Head Office Medical Department.
- ▶ He/She attends coordination meetings as an active contributor. He/She organises annual reflection and strategic development workshops with the mission's medical staff as necessary.

2. MONITOR THE MISSION'S MEDICAL PROGRAMME(S)

- ▶ He/She ensures that proper medical protocols are implemented in the health facility and the mobile clinics supported by PUI, in compliance with national and international recommendation.
- ▶ He/She provides continuous information to the Head of Mission and project managers on new directions on medical 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 medical programmes are monitored and analysed.
- ▶ He/She supervises the operation of medical activities, including project and site visits, monitoring the quality of care, meeting medical staff and organising meetings and training for medical staff.
- ▶ He/She provides technical support for programmes by responding to technical questions, analysing medical strategy and identifying solutions to problems.
- ▶ He/She contributes to adapting implementation and monitoring methods for medical 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).
- ▶ 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 identifies training needs for medical and paramedical staff and supplements this through the provision of organisational, methodological and technical support, organising training in collaboration with health programme managers.
- ▶ 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 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).
- ▶ He/She ensures that adapted process are implemented for pharmacy management following PUI policy and using PUI tools for the proper pharmacy management, storage conditions, consumption follow up, etc...

4. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF MEDICAL 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 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-related activities.
- ▶ He/She participates in drafting the mission's annual action plan.

Team Management

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

- ▶ Direct management: reproductive health officer (expatriate), nutrition officer (expatriate), pharmacist manager (local staff)
- ▶ Indirect management: 2 health project managers (expatriates)

Other relationships

- ▶ Internal: Field Coordinator
- ▶ External: Health stakeholders, health working group members

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Medical training OR Paramedic training + Public health Medical internship	5 years post-secondary education in Pharmacy Public health Project management

PROFESSIONAL EXPERIENCE ▶ Humanitarian ▶ International ▶ Technical	X X	X
KNOWLEDGE AND SKILLS	▶ Good written communication skills ▶ Knowledge of project management	▶ Knowledge of procedures of institutional donors OFDA, ECHO, AAP, UN agencies, etc.)
LANGUAGES ▶ French ▶ English ▶ Other (please specify)	X	
SOFTWARE ▶ 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

Other

Conditions
Status
▶ EMPLOYED with a Fixed-Term Contract
Salary package
▶ 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
Costs Covered
<ul style="list-style-type: none"> ▶ 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