

## Preliminary Job Information

<b>Job Title</b>	<b>HEALTH PROGRAM MANAGER - SALAMIYAH CAMP</b>
<b>Country &amp; Base of posting</b>	<b>IRAQI KURDISTAN, ERBIL / BARDARASH</b>
<b>Reports to</b>	<b>FIELD CO BARDARASH</b>
<b>Duration of Mission</b>	<b>6 months</b>

## General Information on the Mission

### Context

**Première Urgence Internationale (PUI)** est une Organisation Non Gouvernementale de solidarité internationale, à but non lucratif, apolitique et laïque. L'ensemble de ses personnels se mobilise au quotidien pour couvrir les besoins fondamentaux des victimes civiles mises en péril, marginalisées ou exclues par les effets de catastrophes naturelles, de guerres et de situations d'effondrement économique. L'objectif est d'aider les populations déracinées dans l'urgence, tout en leur permettant de regagner rapidement autonomie et dignité. L'association mène environ 190 projets par an, dans les domaines de la sécurité alimentaire, la santé, la nutrition, la réhabilitation d'infrastructures, l'eau et l'assainissement et la relance économique. PUI intervient en appui à près de 5 millions de personnes dans 20 pays, en Afrique, en Asie, au Moyen-Orient, en Europe de l'Est et en France.

Since the Iraqi Constitution was adopted in 2005 Iraq has been divided into federal regions that handle their own domestic affairs, reporting to Baghdad central government, who is also responsible for international affairs. Additionally, in the North, there is the autonomous region of Iraqi Kurdistan (KRI) which includes three provinces: Erbil; Dohuk & Sulaymaniyah. There are ongoing tensions between KRI government and the Central Iraqi Government over how much authority is devolved and the distribution of finance from the oil found in the region.

Iraq as a whole is facing one of the most critical humanitarian crisis of the moment. Around 8 million people are currently in need of humanitarian assistance across most regions of the country.

In 2014, wide-scale violence and armed conflict erupted in Iraq when the Islamic State insurgency crossed the Syrian border. That same year, the cities Fallujah, Ramadi and Mosul fell in the hand of the terrorist group causing massive population displacement, especially from Anbar, Ninewa and Salah al-Din governorates. The fall of Fallujah and Ramadi in early 2014 pushed people south and west into Baghdad, with 80,600 families fleeing to the area, and the later fall of Mosul in the summer pushed populations both North into KRI and South to the governorates of Kerbala and Najaf.

The majority of the IDP population (nearly 800,000 people) was displaced in August 2014 when hostilities affected the Sinjar region in Ninewa Governorate. By November 2015, the governorates hosting the largest IDP population (1.5 million IDPs) were Anbar, Baghdad and Dohuk. In just over two years, the number of internally displaced population rose to 3.2 million in the country, 9% of this population are currently settled in IDP camps. Dohuk alone has 16 IDP camps. Continuing fighting plus governmental interventions mean that there is still ongoing displacement and a potential offensive against IS-held Mosul could cause displacement of a further 100,000 people, most probably to KRI.

In addition, the Syrian conflict, which has been ongoing for the last 5 years, has pushed over 244,758 Syrian refugees into Iraq. Most of these refugees are Syrian Kurds and as such have settled in Iraqi Kurdistan, with 95,314 individuals are currently in Dohuk.

These displaced populations are highly vulnerable, and the United Nations has declared this a Protection Crisis. A cholera outbreak in the country was confirmed in mid-September 2015 with 2,200 people reported to have been infected. There is a risk that the disease will spread due to heavy rain and lack of basic sanitary infrastructures in remote areas of the country especially in the southern governorates.

### PUI's strategy/position in the country

PUI is currently providing large scale comprehensive health interventions in three governorates in both the north and south. Focusing on rural and hard to reach areas, as well as communities where national services are too overstretched to meet their needs., This is being done through static Primary Healthcare Centres (PHCCs) in camps, mobile health and surveillance teams (MHT), and outreach interventions. In Dohuk PUI has reached over 50,000 IDPs and 30,000 Refugees, in Ninewa 12,000 IDPs and 7,000 Refugees and in Najaf reaching 24,000 IDPs. PUI has a multi-sectorial response to meeting the needs of IDPs/Refugees including Water, Sanitation and Hygiene (WASH), camp maintenance, emergency latrine building, tool loan committees and hygiene kit distributions to IDPs and refugees to improve their health outcomes by improving living conditions and hygiene behaviours. In addition, we run mental health and psychosocial support (MHPSS) services via our mobile teams, and awareness of MHPSS and protection issues is being increased through outreach workers

Focusing on the current governorates of work, PUI will continue to deliver an integrated package of services with health as the core

response, expanding to cover WASH, livelihoods, MHPSS, and protection as complementary interventions, in both urban and rural areas. Working in Ninewa, Dohuk, Bardarash, Najaf and Baghdad allows a comprehensive, fast, response to movement by IDPs out of Mosul, Sinjar, and Anbar in response to IS, to communities choosing, or being forced to return to "liberated" areas, and also to support the needs of refugees crossing the border from Syria. By working through mobile teams in both KRI and South Iraq it is possible to respond to new movements rapidly, to assess needs, and to reach areas that other actors and local government are unable or reluctant to serve. The Mobile health team in Ninewa currently works up to 6 km from the front line. Surveillance teams in the south will allow fast reactions to outbreaks, and planned responses, for example to cholera, will allow populations to be more resilient to communicable diseases.

## History of the mission and current programs

PUI has been present in Iraq since 1983. The programming has spanned the sectors of health, WASH, protection, shelter, food security and livelihoods, through an integrated approach, in both urban and rural areas, responding to the changing needs of the local communities.

By 2010 PUI was implementing an integrated multi-sectorial program targeting poor rural villages in Baghdad to help them regain livelihoods and restart agricultural production. Besides training and supplies, this programme emphasizes reconciliation, solidarity and cooperation among villagers. Since 2014, PUI are meeting needs of the displaced population by supporting livelihood projects and promoting access to the job market through Professional Tool Kits and associated trainings. PUI has a focus on the most vulnerable households who would have the greatest benefit from income generating activities.

As the war in Syria increased in severity the influx of refugees crossing into the Kurdistan Region of Iraq increased. PUI opened a Mission in KRI in 2013 to launch a response to these needs. PUI has been operating in Gawilan camp since November 2013, providing a basic package of health care services complimented by a WASH response of active hygiene and sanitation watch out. Based on this successful first experience, PUI was chosen as a key partner by local government and UN to replicate its integrated strategy in additional camps, first in Domiz 2 and, after the IDP crisis, in Bajet Kandala and Bardarash camps.

PUI took a multi-faceted approach to supporting the needs of this newly displaced population focusing on Dohuk, Ninewa and Najaf Governorates, supporting nearly 100,000 IDPs. Firstly working in newly set up camps in KRI, then providing additional health care outside of camps through MHT in the north and a Mobile Surveillance team in the south. Latrines were built both these areas to support IDPs living in unfinished buildings and informal settlements. NFIs distributed in multiple locations, including hygiene kits, reaching people within the first few weeks of displacement.

### Current Programming

PUI support the primary health care needs of over 90,000 people across three governorates of Iraq and KRI. In KRI PUI run Primary Health Care Clinics (PHCCs), delivering a comprehensive package of care to the Syrian refugee and IDP communities, in Bajet Kandala and Bardarash camps. Basic health care, including treatment, referral, basic laboratory testing, and pharmacy is provided directly. PUI also oversees the preventive health services which are implemented by UN-funded DoH teams including early vaccination and reproductive health. Additionally 4 Mobile Health Teams provide basic primary health care to hard-to-reach communities of IDPs who have no access to the local health care system, in Dohuk, Ninewa and Najaf Governorates. Treatment, referral and pharmacy services are provided, plus MHPSS and health and hygiene messaging.

Teams in Dohuk governorate are linking Syrian refugees to the health service, increasing both awareness of and access to health services, as well as boosting refugees' knowledge of healthcare to support them to improve their own health status, with a specific focus on chronic diseases and pregnant and lactating women. Local health systems are support by donations of medications and embedded focal points for follow up of patients.

PUI supports IDPs and returnees in Baghdad to improve their livelihood outlook through a package of vocational training and professional tool kit distributions. Greenhouses are being built, including seedlings and tools for growing, in Baghdad for a combination of IDP and host communities to promote community inclusion and provide additional income for vulnerable families. There are 15 greenhouses, in 5 locations, with 20 families benefiting from each one. Distributions of NFI kits are on-going for IDPs in both Najaf and Baghdad delivering cooking kits, water storage containers, hygiene kits, including feminine kits. WASH activities are undertaken in Bardarash and Gawilan camp, with a programme of operation and maintenance, and community teams being created to support the work. Tool loan committees support camp inhabitants to be autonomous and self-reliant.

Ninewa hosts the highest number of IDPs, 461,766, of any Iraqi governorate, the majority of which are displaced from within Ninewa itself, 438,294. In Mosul, approximately 800,000 civilians are thought to be trapped in the western sections of the city. Due to severe fighting over the first quarter of the 2017, residents are increasingly seeking sanctuary elsewhere. Salamiyah, located south of Mosul and east of the Tigris River, has very limited health services. PUI is participating in the humanitarian response to the Mosul crisis, in partnership with DoH Ninewa, setting up a PHCC in Salamiyah camp to provide primary healthcare to displaced people from the fighting in the nearby Mosul city. It is expected to meet the needs of an estimated 27 000 IDPs.

## Configuration of the mission

<b>BUDGET FORECAST 2015</b>	<b>\$8,500,000</b>
<b>BASES</b>	<b>5 BASES: ERBIL (COORDINATION ONLY), DOHUK, BARDARASH, BAGHDAD, NAJAF, ANBAR</b>
<b>NUMBER OF EXPATRIATES</b>	19
<b>NUMBER OF NATIONAL STAFF</b>	230 aprox.

<b>NUMBER OF CURRENT PROJECTS</b>	8
<b>MAIN PARTNERS</b>	UNHCR, WHO, BPRM, ECHO, CDC, OFDA, Sanofi, OCHA
<b>ACTIVITY SECTORS</b>	Health, WASH, Livelihoods, MHPSS
<b>Coordination Team on-site:</b>	<b>Erbil Coordination:</b> Head of Mission, Deputy HoM, Log Supply Chain Manager, Finance Co, HR Co, Grants Officer, Medical Co, AMEA Manager (nat), <b>Bardarash base:</b> Field Coordinator, 2 Project Managers, Log Base, Admin Base <b>Dohuk base:</b> Field Co, 2 Project Managers, Log Base (nat), Admin Base, Pharmacy Manager, Health Liaison Officer (nat) <b>South Iraq remote cell, Erbil:</b> CSI Field co., AMEA Manager (in Erbil)

## Job Description

### Overall objective

The Salamyiah Health Project Manager supervises the provision of primary health care services in Salamiyah 2 camp Primary Health Care Center (PHCC). He/she ensures the implementation and development of health activities while guaranteeing correct team management and supervision.

### Tasks and Responsibilities

- ▶ **Programs:** He/She ensures proper assessment, implementation and monitoring of the health project falling under his/her responsibility, while observing PUI's health guidelines. He/She has to follow epidemiological data and risks.
- ▶ **Human Resources:** He/She is in charge of the training and supervision of the Health Team (DoH Ninewa Staff)
- ▶ **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 health projects.
- ▶ **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. He/She does the necessary preparations for an eventual handover of the PHCC to the local health authorities.

### Specific objectives and linked activities

#### ENSURE IMPLEMENTATION AND MONITORING OF MEDICAL PROGRAM/S

- ▶ He/She ensures that beneficiaries and host communities understand the objectives of the project and participate actively in the setting of objectives and implementation of the intervention.
- ▶ He/She objectively designs activities and ensures that implementation timelines are met according with work plan.
- ▶ He/She works in close collaboration with the Medical coordinator to ensure technical support for the intervention, in terms of the safety and quality of the intervention.
- ▶ He/She ensures the proper functioning of the health project and ensures compliance with the goals defined in the project proposal, by tracking performance indicators and reporting on progress.
- ▶ He/She ensures follow-up and analysis of epidemiological data, in collaboration with the Medical coordinator.
- ▶ He/She undertakes regular needs assessments to ensure that interventions meet the needs of the populations that they service and that is an appropriate supply of medical equipment, pharmaceuticals and medical consumables to implement the project in line with the interventions needed to address the population health needs identified;
- ▶ He/She ensures the implementation of monitoring and/ or evaluations, according to the defined needs of the project/s.
- ▶ He/She ensures proper archiving of all the documents, tools and training materials produced in the context of project/s.
- ▶ He/She must guarantee the appropriateness of programs and their respect for the health policy and framework of operations of PUI.

#### SUPERVISE THE MEDICAL TEAM AND COMMUNITY HEALTH WORKERS

- ▶ He/She familiarizes himself/herself with the Internal Rules and Procedures of PUI for the mission, and ensures that they are known and respected by the team.
- ▶ He/She prepares job descriptions for members of the team 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 (appraisal) at least once per contract period and per year, and at a minimum before leaving office.
- ▶ He/She identifies the training needs of the team and addresses them with the support of the medical coordinator (organizational and medical support, methodology, organization of training sessions...).
- ▶ He/She ensures technical supervision of the medical staff, and provides advice/guidance to improve the practices with the

support of the medical coordinator.

#### **ENSURE LOGISTICAL AND ADMINISTRATIVE SUPPORT FOR MEDICAL PROGRAMS**

- ▶ He/She participates actively in the preparation of calls for tender, as the case may be, in collaboration with the logistic officer, logistics manager of the base, and the logistics department at Coordination.
- ▶ In coordination with the logistics and pharmacy departments, he/she ensures, appropriate supply and storage of pharmaceuticals, medical consumables or equipment specific to his/her programs.
- ▶ He/She periodically communicates to the Logistic officer and logistic base manager his/her needs related to vehicles, visibility and communication equipment for the implementation of program/s.
- ▶ In coordination with the Logistic officer, he/she organizes the logistical components of his/her programs (delivery, distribution, on-site storage, etc).
- ▶ On a monthly basis, he/she provides the Administrator with all information necessary for the development of cash flow estimates specific to his/her project and ensures monthly budget tracking of the project.
- ▶ He/She ensures that HR documents (attendance sheet, leave request, etc) are communicated to the Administrative department on time.

#### **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 the maintenance of good relations.
- ▶ When necessary, he/she participates in Health Cluster meetings, alongside the Medical Coordinator/Health Liaison Officer and reports to the Field Coordinator. He/she also participates in other coordination meetings, representing PUI at both camp and national level.
- ▶ In the event of visits from Donors, he/she participates actively in the preparation and organization of the visit.

#### **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 this information to appropriate focal points.
- ▶ He/She supports the Field Coordinator, Head of Mission and security focal points in guaranteeing the access of people and supplies regarding the project area.
- ▶ 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 ensures that team members and daily paid workers are provided with safety gear adapted to their activities and proper training in the use of First Aid Kits etc..

#### **CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS**

- ▶ He/She participates in identifying health-related needs in collaboration with the Medical coordinator and Field Coordinator.
- ▶ In the context of identifying new operations, he/she contributes to the preparation of project proposals, for health or other sectors, adopting a comprehensive approach..
- ▶ He/She participates in the strategy development of the mission.

#### **Team Management**

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

- ▶ Under line management of FieldCo Bardarash
- ▶ Direct management: 2 (PHCC Manager, Project Logistician)
- ▶ Indirect management: DoH PHCC staff (numbers may vary)

#### **Other Interfaces**

- ▶ Internal: Field Coordinator Bardarash, Field Coordinator in Dohuk, Medical coordinator, administration, logistics
- ▶ External : Health stakeholders in the area

### **Required Profile**

<b>Required Skills</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING</b>	▶ Health background (Medical Doctor, Paramedical or another relevant area)	Public / Global Health Project Management Logistics
<b>PROFESSIONAL EXPERIENCE</b> ▶ Humanitarian ▶ International ▶ Technical	X X X	
<b>KNOWLEDGE AND SKILLS</b>	▶ Good training and supervision skills ▶ Experience with international health standards and procedures ▶ Knowledge of Project Management and programming	▶ Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...) ▶ Familiarity with logistics procedures ▶ Assessment, preferably in multi-sector projects ▶ Strategic programming ▶ Site security management ▶ Experience in access negotiation will be highly regarded.
<b>LANGUAGES</b> ▶ Arabic ▶ English ▶ Other (specify)	X X	Kurdish
<b>SOFTWARE</b> ▶ Pack Office ▶ Other (specify)	X	

### **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
- ▶ Ability for capacity building
- ▶ Sense of diplomacy and mind openness
- ▶ Organization and manage priorities
- ▶ Good brainstorming and trouble-shooting skills, good analytical skills
- ▶ Stamina to be able to work in several settings and constant travel between bases.
- ▶ 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 1 815 up to 2 145 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