



JOB DESCRIPTION

Preliminary Job Information

Job Title	MEDICAL COORDINATOR
Reports to	HEAD OF MISSION
Country & Base of posting	MYANMAR, YANGON
Duration of Mission	1 year

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. 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. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations. 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, and Europe.

Myanmar was ruled by a military junta for decades. The first general election in 20 years was held in 2010. This was hailed by the junta as an important step in the transition from military rule to a civilian democracy. A civilian government led by President Thein Sein was installed in March 2011. Despite this inauspicious start to Myanmar's new post-junta phase, a series of reforms in the months since the new government took up office has led to hopes that decades of international isolation could be coming to an end. Myanmar still remains one of the poorest country in the world, ranking 171 in the GDP per capita worldwide and 149 in UNDP human development index. Although there is a lack of reliable health data, it is commonly agreed that Myanmar has some of the worst health indicators in South-East Asia. The ethnic areas, that have been off-access for decades, are amongst the most vulnerable regions in Myanmar with a very low literacy rate resulting in various challenges such education, health services, livelihood, and food insecurity. The largest ethnic group is the Bamar people. Bamar dominance over Karen, Shan, Rakhine, Mon, Rohingya, Chin, Kachin and other minorities has been the source of considerable ethnic tensions and has fuelled intermittent protests and separatist rebellions. Military offensives against insurgents have uprooted many thousands of civilians. Ceasefire deals signed in late 2011 and early 2012 with rebels of the Karen and Shan ethnic groups suggested a new determination to end the long-running conflicts, as did Chinese-brokered talks with Kachin rebels in February 2013. In 2015, a National Cease-fire Agreement (NCA) was signed with most of the ethnic organizations at the border of the country, leading to real opportunities to access Non State Actors (NSA) areas.

PUI's strategy/position in the country

PUI has worked since 12 years with various communities in Myanmar to improve access to primary healthcare and reproductive health services, as well as to promote appropriate practices for health and hygiene in remote areas and among vulnerable groups (mother and children, population at risk or with HIV/AIDS). In close collaboration with local health authorities, PUI contributes to develop community health networks, reinforce their capacities and strengthen their integration within the governmental health system. Innovative strategies such as m-Health, as well as cultural and conflict-sensitive approaches are fostered to leverage the health services provided, overcome barriers that limit access and stimulate demand for services. While focusing mainly on health programmes in Myanmar, PUI always looks to develop an integrated approach to address health and its determinants, including water and sanitation, food security and livelihoods, to meet the needs of the most vulnerable.

History of the mission and current programs

The mission's first intervention began in 1984 in Kayin State, with intervention primarily focusing on training ethnic health workers. When the population fled into Thailand, PUI followed and continued its services in the refugees camp in Thailand. PUI started its intervention inside Myanmar in 2001 through a memorandum of understanding with the ministry of health. It initially started in South Yangon with programs aiming to improve water and sanitation, while empowering communities and supporting a network for community health. The mission expanded later in various under-served areas (Wa special region 2, Northern Rakhine State, South-East Myanmar), with intervention focusing on supporting primary health care and building capacity of community health networks.

In 2007, PUI has started a prevention, treatment and care program for HIV/AIDS, which currently supports a cohort of more than 900

PLHA. The program has been complemented by activities aiming at strengthening the capacity of the civil society. Additionally, in 2013, the mission began a mother and child health program in South Yangon and Kayin State utilizing mHealth approaches to strengthen the health system with particular focus on front line reproductive health workers (midwives and auxiliary midwives). Reinforcing its presence in South-East Myanmar, PUI has started developing an integrated approach with WASH and livelihood activities. In 2015, the mission has responded to devastating cyclone Komen, with emergency health support and a food security project for early recovery in Sagaing Region (Kale Township).

In 2016, PUI intervene in Kachin state through Food Security and Livelihoods activities in Kachin and WASH, MNCH activities in the Kayin State. In 2017, PUI will continue its activities in Dala and Kayin State through support to Auxiliary Midwives and Midwives via M-Health tool.

Configuration of the mission

BUDGET FORECAST 2017	2 MILLIONS USD
BASES	SOUTH YANGON, KAYIN STATE
NUMBER OF EXPATRIATES	3
NUMBER OF NATIONAL STAFF	100
NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	Sanofi, Global Fund, WFP, Expertise France
ACTIVITY SECTORS	Health, WASH

Job Description

Overall objective

The Medical Coordinator is responsible for the development of the mission's strategy related to health and for the quality of the health programmes all along the project cycle, from assessment, to implementation, monitoring and evaluation. S/he works closely with the Program Coordinator in assessing, implementing and following-up all health programs in the mission.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Country Director and cooperating closely with the Program Coordinator and the Regional Health Advisor (Asia), s/he contributes to the development of new medical initiatives for the mission. S/he carries out epidemiological monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- ▶ **Programmes:** S/he ensures that medical programme(s) are in line with PUI's health policy and monitors them for quality and efficacy.
- ▶ **Representation:** S/he represents the association to partners, authorities and local stakeholders involved in implementing medical programmes.
- ▶ **Human Resources / Training:** S/he supervises the medical coordination team (PUI employees), provides support to Heads of Bases for recruiting technical staff and supervises technical training activities on the basis of identified needs with the Medical Officers in the base.
- ▶ **Logistics and Administration:** S/he ensures the activities for which he/she is responsible comply with logistical and administrative procedures.
- ▶ **Safety:** S/he contributes to compliance with safety rules within the mission and communicates any safety-related information to the Country Director. He/She ensures healthcare is provided for expatriate staff involved in the mission.

Specific objectives and linked activities

1. MONITOR AND UPDATE MEDICAL STRATEGY

- ▶ S/he contributes to the development of the mission's operational medical strategy in line with PUI's health policy and health intervention framework and the country's national health policy.
- ▶ S/he submits any proposals for the development of new medical activities in new areas of operation to the headquarter Medical Department. He/She ensures that the medical activities of the mission's programmes comply with PUI's health policy and operational framework.
- ▶ S/he ensures medical guidelines, 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 headquarter Medical Department.
- ▶ S/he 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 headquarter Medical Department.
- ▶ S/he promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the headquarter Medical Department.
- ▶ S/he 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)

- ▶ S/he provides continuous information to the Country Director and the Program Coordinator on new directions on medical policies at a national level and within PUI.
- ▶ S/he monitors, analyses and compiles reports on medical activities (monthly and 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.
- ▶ S/he 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.
- ▶ S/he provides technical support for programmes by responding to technical questions, analysing medical strategy and identifying solutions to problems.
- ▶ S/he contributes to adapting implementation and monitoring methods for medical activities on projects run by the mission.
- ▶ S/he ensures that orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.).
- ▶ S/he communicates internal and external reports to the Country Director and headquarter Medical Department in line with internal approval timescales (situation report) and external contractual deadlines (project reports).

3. SUPERVISE THE MEDICAL TEAM

- ▶ S/he is familiar with PUI's Internal Regulations in relation to the mission and ensures these are understood and complied with by his/her team.
- ▶ S/he draws up job descriptions for the members of his/her team, has them approved by the Country Director 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.
- ▶ S/he 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.
- ▶ S/he introduces coordination mechanisms specific to his/her team and organises team supervision.
- ▶ S/he identifies training needs for his/her team and supplements this through the provision of organisational, methodological and technical support, organising training, etc.
- ▶ S/he draws up an organisation chart for his/her team and has it approved by the Country Director.
- ▶ S/he 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 MEDICAL PROGRAMME(S)

- ▶ S/he ensures that appropriate procedures and tools are used for the management of the pharmacy, including the utilization of Sagastock, with the technical support of the headquarter Health Advisor and Pharmacist
- ▶ S/he participates in forecasting, analysis and follow up of procurement orders for medicines, consumables and medical equipment
- ▶ S/he contributes to compiling and analysing bids made by suppliers for purchases with stringent technical specifications.
- ▶ S/he 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.
- ▶ S/he 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

- ▶ S/he 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, s/he plays an active role in preparing and managing the visit.

6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- ▶ S/he ensures the safety plan is understood by the team for which he/she is responsible and that safety rules are respected.
- ▶ S/he 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.
- ▶ S/he ensures that the medical teams have access to appropriate personal protective equipment (e.g. PEP kits, gloves, etc.).
- ▶ S/he provides technical inputs for the update of the health policy for national staff

7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS

- ▶ S/he participates in and/or supervises exploratory missions in conjunction with the Country Director.
- ▶ S/he provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.
- ▶ S/he participates in identifying healthcare needs in conjunction with the project teams.
- ▶ When defining new operations, s/he works with the project teams to prepare and draft project proposals for health-related activities.
- ▶ S/he participates in drafting the mission's annual action plan.
- ▶ S/he participates on the log frames, concept notes and proposals' writing

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| <ul style="list-style-type: none"> ► S/he ensures a follow-up of the medical context and situation in the country ► S/he review regularly the medical literature related to the PUI medical strategy in the country |
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Focus on 3 priority activities related to the context of the mission

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| <ul style="list-style-type: none"> ► M&E: strengthening monitoring and analysis of epidemiological data and standard indicators ► Pharmacy: strengthening pharmacy management and procurement procedures ► Protocols and standards: capitalization, update and standardization of medical protocols and tools |
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Team Management

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

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| <ul style="list-style-type: none"> ► Direct management: 4 local staffs (Country Medical Manager, Country Pharmacy Manager, medical M&E adviser, Psychosocial Program Development Manager) ► Indirect management: 2 medical officers in their respective base |
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Other relationships

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| <ul style="list-style-type: none"> ► Internal: supervised by Country Director, work closely with the Program Coordinator and his/her Monitoring and Evaluation team, the Logistic Department and the Finance / Administration Department ► External: Health stakeholders and MoPH |
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Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Medical or paramedical degree + Master in Public Health	Training/certificate in HIV/Aids and reproductive health programs management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ► Humanitarian ► International ► Technical 	Minimum 5 years' experience in implementing health program in developing countries, including in the field of HIV/AIDS and reproductive health	X Experience with M-Health tool
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ► Good written communication skills ► Knowledge of project management 	<ul style="list-style-type: none"> ► Knowledge of procedures of institutional donors OFDA, ECHO, AAP, UN agencies, etc.)
LANGUAGES <ul style="list-style-type: none"> ► French ► English ► Other (please specify) 	Mandatory	X
SOFTWARE <ul style="list-style-type: none"> ► Pack Office ► Other (please specify) 	X	FUCHIA, SPSS, Epidata

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

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| <ul style="list-style-type: none"> ► 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 |
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Conditions	
Status	<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Salary package	<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: From 2 200 to 2 530 euros based on previous experience on international solidarity projects and with PUI.
Costs Covered	<ul style="list-style-type: none"> ▶ Round-trip transportation to and from home / mission (travel expenses include visas, vaccines...) ▶ Medical coverage and complementary healthcare ▶ Insurance policies, especially for repatriation ▶ Collective housing accommodation ▶ Daily living expenses ("Per diem") ▶ Paid leave policy :5 weeks per year