

JOB DESCRIPTION

Preliminary Job Information	
Job Title	HEALTH COORDINATOR
Country & Base of posting	BEIRUT, LEBANON
Reports to	DEPUTY HEAD OF MISSION FOR PROGRAMS
Creation/ replacement	REPLACEMENT
Expected Date of Arrival	AUGUST 2018
Duration of Mission	12 MONTHS (RENEWABLE)

General information on the mission

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 200 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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Context

As the Syrian Crisis is in its seven year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 4.8 million refugees from Syria have fled to neighbouring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt. After Turkey, Lebanon is the second host country for Syrian refugees with 1.5 million refugees for an overall population of less than 4.5 million (Source: LCRP 2018). Prior to this crisis, Lebanon was already hosting 300,000 Palestinian refugees and 1.5 million of the Lebanese people are considered vulnerable; the pressure on the Lebanese government and local population is very high.

An unprecedented number of civilians (refugees and host communities) are affected by the protracted Syrian crisis, in terms of increased impoverishment and vulnerability. Syrian refugees in particular are exposed to constant violation of the Humanitarian laws, with little perspective for them to reach a sustainable solution (resettlement to a third country, local integration or return to country of origin). There are not located in camps but scattered in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level

The spillover of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society. Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level. This situation will place an increased economic strain on the families, and in addition to the expected decrease in basic assistance due to low funding levels, an escalation in negative coping mechanisms (such as begging, child labor, child marriages, sexual services for food/accommodation, petty crime, etc.) might be witnessed.

PUI's strategy/position in the country

Present in the country since 1996, PUI has a long experience in assisting conflict affected populations in Akkar, Beirut, Mount Lebanon, South and Nabatieh governorates. Since 2012, PUI has been actively involved in the Lebanon

emergency response to the Syrian crisis.

In 2018, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis through 3 strategic pillars targeting the most vulnerable populations (poorest Lebanese, most vulnerable Syrians Refugees, Populations of Palestinian camps and gatherings) :

- Access to quality infrastructure and services
- Access to safe, stable, sufficient and sustainable livelihoods.
- Core humanitarian assistance for most vulnerable individuals

History of the mission and current programs

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectorial approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Health, Food Security, Livelihood, Infrastructure, WASH, Shelter Rehabilitation, Protection, Psycho-social support) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organizations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities

Configuration of the Mission

BUDGET FORECAST 2016	9 000 000 EUR
BASES	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), AKKAR (HALBA)
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	150
NUMBER OF CURRENT GRANTS	8
MAIN PARTNERS	BPRM, AFD, CDC, WFP, European Union
ACTIVITY SECTORS	Health, WASH, Food Security, Livelihood, Infrastructure, Shelter, Protection, Psychosocial Support
TEAM ON-SITE	HoM, DHoM, Admin/Fin Co and one assistant, HR Co, HR Coordinator and one assistant, LogCo and one supervisor, four Technical Coordinators (Shelter/Infra, Health, FSL, MEAL), IM Advisor, Pharmacist Advisor, Community Health Advisor, Medical Advisor, Grants and Communications Manager

Job Description

Overall objective

The Health Coordinator is responsible for overseeing the health program Implementation and providing leadership, strategic vision and technical support to all aspects of the health program in Lebanon. S/He is the focal point for the identification of programmatic priorities, design and direction for health programming in operational areas, as well as any other areas where needs are identified.

S/He will promote the quality of care provided through the PU-AMI health services, and will ensure that the health program is implemented in accordance with international protocols, guidelines and best practices, along with national programming, standards and regulations.

S/He will report to and be support directly to the Deputy Head of Mission (DHOM) in the planning, design, implementation, supervision in the health portfolio.

Tasks and responsibilities

- **Strategy:** Working alongside the Coordination team, s/he participates in the design of the PUI country strategy. S/he leads the development of the health strategy component and health-related initiatives. S/he is the health technical focal point at mission level.
- **Programme implementation:** S/he is overall responsible for the health program development, implementation and management. S/he ensures that health projects are in line with PUI's health policy and country program strategy and monitors them for quality and efficiency.
- **Representation, external coordination and partnership:** S/he represents the organization to partners, authorities and local stakeholders involved in implementing health-related programmes. Ensures the active participation of PUI in national sectorial working groups and forums, and develops sectorial partnerships aligning with the health strategy.
- **Staff technical management, supervision and capacity building:** S/he provides technical support to the PUI health teams, provides support to project managers for recruiting technical staff, identifies capacity building needs and supervises technical training activities based on. S/he is the focal point for local/international interns during short term missions.

Specific objectives and linked activities

1. OVERSEES STRATEGIC DESIGN AND IMPLEMENTATION OF THE MISSION HEALTH STRATEGY

- Overall responsible for health program development, implementation and management
- Works closely with Head of Mission (HOM), DHOM, Field Coordinators to determine the operational needs of the health program
- Ensures health programs are implemented according to mission strategy, work plans and budgets, in addition to meeting indicators and deliverables as per requirements
- Supports the development and maintenance of a coherent program implementation strategy in collaboration with community Health Advisors, Pharmacy Advisor, Medical Advisors and Meal Coordinator in PUI country office
- Support development of plans, proposals, and budgets for new projects and extensions of projects in conjunction with the senior country management team.
- Conducts regular visits to the field to ensure proper implementation of activities, determines gaps, needs
- Liaises with Finance and Administration Coordinator to ensure health programs align with forecast expenditure
- Supports annual reflection and strategic development workshops with the mission's medical staff as necessary.
- Maintains flexibility to take on added responsibilities as and when needed.

2. REPRESENTS PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR

- Coordinates the health representation of PUI among stakeholders, donors and different authorities at mission level, in collaboration with HOM and DHOM.
- Actively represents the Mission's health strategy and programs to major partners, especially when involved in consortium.

- Actively participates in interagency bodies, such as the Health Working Group.
- Identifies opportunities for collaboration with other stakeholders, develops sectorial partnerships, and identifies donor opportunities aligning with the strategy.

Assists in preparing and managing the donor visits.

3. MONITORS HEALTH CONTEXT AND ENSURES APPROPRIATE MISSION RESPONSE

- Participates in and/or supervises exploratory missions and needs assessments in conjunction with the HOM, DHOM and Field Coordinators
- Monitors the health context in Lebanon, and appropriately alerts to any changes in health status or data.
- Monitors health stakeholders and coverage provided by health authorities and NGOs in the country.
- Identifies and monitors unmet health needs in the affected areas and explores potential PUI response, 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.
- Ensures that PUI health interventions in Lebanon adhere to Ministry of Health's public policy, WHO's guidance, donor agreements and PUI's core policy documents and guidelines, including the Program Strategy Framework, PUI's Health policies and guidelines.
- Ensures 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 analyzed in conjunction with the health advisor and other experts in HQ.

4. TECHNICAL LEADERSHIP, TEAM MANAGEMENT AND CAPACITY BUILDING

- Direct management of 5 advisors (Community Health Advisor, Pharmacy Advisor and 3 Medical Advisors).
- Serves as technical lead in programming to key base field teams (Field Coordinators, Health Project Managers, Quality Assurance Advisor)
- Ensures timely completion and submission of due performance appraisals for his/her team at coordination and technical appraisals for the Health PMs in all bases.
- Discusses job expectations, sets objectives and provides appropriate and timely feedback regarding performance, including timely implementation of the annual staff performance management system.
- Knows and understands PUI Internal Regulations in relation to the mission and ensures these are understood and complied with by the health team.
- Supports updating of for the health programs personnel job description, and plays an active role in recruitment (interviews, tests, etc.).
- Introduces coordination mechanisms specific to his/her team and organizes team supervision.
- Maintains open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions including staff development plans.
- Clearly defines training needs of health staff and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.
- Assists the bases in drawing up an organization chart for the health teams and has it approved by the HOM and DHOM.
- Participates in defining all health-related positions for the mission (recruitment, training, monitoring, setting objectives, support and assessments for local staff).
- Promotes the production (publication) of research documents relating to the mission where appropriate.

5. ENSURES LOGISTICAL AND ADMINISTRATIVE MONITORING OF HEALTH PROJECTS/ACTIVITIES

- Analyses the supply chain process in place for all medical items (equipment, consumables and drugs) and proposes specific improvements if needed
- In collaboration with the logistics coordination, s/he contributes to analyzing bids made by suppliers for purchases with stringent technical specifications.

- Ensures together with the Pharmacy Advisor that orders for medical equipment, medicines and consumables are appropriate to program requirements and local constraints (country certification, health monitoring, etc.).
- 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.
- Ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.).
- Participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and Head Office.

6. TECHNICAL FOCAL POINT FOR HEALTH PROJECT IMPLEMENTATION

- Overall responsible for effective and efficient technical management of project implementation in Lebanon with the project management cycle, program objectives, activities and indicators.
- Provides technical and managerial leadership to PUI health projects in Lebanon, in accordance with best practice and PUI's health policy and intervention health framework.
- Provides technical advice and supportive supervision to PUI's staff working in all health projects (responding in a timely manner to technical questions, analyzing problems and identifying solutions).
- Supervises technical quality of health-related activities, including project and site visits, monitoring the quality of care, meeting PUI's medical staff and when all the external stakeholders such as PHCs requested
- Ensures tools and practices across utilized in the mission are harmonized, capitalized and up to date.
- Supports the field teams to ensure robust monitoring systems are in place and that reviews are undertaken periodically.
- Works with the MEAL Coordinator and Information Management Advisor to design and implement a reporting system to monitor and evaluate the objectives, indicators and outcomes of the programs as well trends of the epidemiological context.
- Provides advice to Programs Team for the necessary functioning of health information (DHIS 2) and the use of data to plan future evidenced-based programming.
- Provides senior management team and the Health Unit/HQ with regular progress reports, particularly in relation to epidemiological data, consumption of medical supplies, and analysis of indicators and results of the mission's medical programmes which are regularly monitored with HQ experts.

Required profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> Medical Doctor or extensive medical experience, Master in Public Health, Master in Business Administration. 	<ul style="list-style-type: none"> Experience working with insurance modelling, quality assurance modalities, health financing in middle income/developing countries.
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> At least 5 years' experience leading health programming, especially in regards to Primary Health Care At least 5 years' experience working as a technical advisor/managing projects At least 5 years' experience working for an NGO Personnel management experience 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Excellent written and oral communication skills, Excellent representation and liaison with external parties Strong knowledge on project management, monitoring, evaluation. Strong knowledge of working in consortium Strong knowledge of health information and surveillance systems Strong knowledge in community health intervention and behavioural change Strong knowledge managing quantitative and qualitative data Knowledge of health service strengthening in the Middle East, particularly for Lebanon 	<ul style="list-style-type: none"> Knowledge of procedures of institutional donors, such as OFDA, ECHO, AFD, UN, EU, BPRM, WFP agencies, etc.)
LANGUAGES	<ul style="list-style-type: none"> Excellent writing and editing skills in English. Excellent interpersonal communications skills in English. 	<ul style="list-style-type: none"> Working knowledge in French and/or Arabic is a plus.
SOFTWARE	<ul style="list-style-type: none"> Excellent computer skills essential, including ability to operate Microsoft Word, Excel, PowerPoint, Project and database management software. 	<ul style="list-style-type: none"> Proficiency in STATA, SPSS software
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> Strong commitment to humanitarian principle and the willingness to make sure beneficiary's needs are covered as best as the resources available allow; Capacity to delegate and to supervise the work of a multidisciplinary team; Strong commitment to support/develop capacity of national staff and developing second layer of leadership; Problem solving and leadership skills; Proven management ability and inter-personal skills – team player; Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload; Proven capacity for analyzing and synthesizing comprehensive information and technical data; Ability to write and edit reports under deadline pressure; Ability to guarantee effective and timely outputs; 		

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| <ul style="list-style-type: none"> ⦿ Self-motivated, flexible and adaptable to the needs of the team and organization; ⦿ General ability to resist stress; ⦿ Important organization and rigor skills. |
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Conditions	
Status	EMPLOYED with a Fixed-Term Contract
Compensation	MONTHLY GROSS INCOME: from 2 200€ up to 2 530€ depending on the experience in international solidarity + 50€ per semester with PUI
Benefits	<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 ► PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months