

## Preliminary Job Information

<b>Job Title</b>	<b>HEALTH PROJECT MANAGER</b>
<b>Country and Base of posting</b>	<b>IRAQ, MOSUL</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Creation/Replacement (incl. name)</b>	<b>Replacement</b>

## 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 civilian victims of marginalisation and exclusion, or hit by natural disasters, wars and economic collapses, by answering to 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 programmes to each context and to the real needs of the most vulnerable populations.

The association implements an average of 200 projects per year in the following sectors of intervention: Food Security, Health, Nutrition, Construction and Rehabilitation of Infrastructure, Water, Sanitation, Hygiene and Economic Recovery. PUI is providing assistance to around 7 million people in 21 countries in Africa, Asia, the Middle East, Eastern Europe, the Caucasus and France.

Iraq is characterized by multifaceted crises, with the political crisis resulting in a prolonged and bloody conflict with ethno-sectarian divisions which has significantly damaged the socio-economic fabric of the country and created one of the most severe, large-scale humanitarian emergencies in the world.

Since 2014, the armed conflict in Iraq has generated massive internal displacement from densely populated areas and major cities of Anbar, Ninewa and Salah Al Din amongst other governorates, interrupted access to basic services across the country, and put a severe strain on host communities. As a result, in 2018, over 8 million people remain in need of humanitarian assistance including an estimated 2.6 million Internally Displaced Persons (IDPs) and 3.2 million Returnees, alongside approximately 250,000 Syrian refugees currently hosted in Iraq., with the acute phase of the current armed conflict drawing to a close, national and international focus will shift towards Early Recovery, Resilience, and Development. However, Iraq is perhaps best characterised as an acute Protection crisis, with the impact of armed conflict on civilians being enormous. As a single example, the battle for Mosul displaced over 1 million people and resulted in untold numbers of civilian casualties. Displacement is likely to be protracted, though also affected by forced returns to unsafe areas for political purposes. Healthcare including Mental Health, WASH, Shelter and Livelihoods will continue to be enormous needs for the population of Iraq.

As of December 2017, 247,057 Syrian refugees, or 97% of all Syrian refugees in Iraq, reside in the northern Kurdistan Region of Iraq (KRI). In addition, the situation in KRI has been worsened by the combination of fallen oil prices, the large-scale national IDP crisis, and sanctions imposed by the Government of Iraq (GoI) following referendum on Kurdish independence. This economic deterioration combined with the stress placed on KRI basic services by overwhelming IDP and refugee populations has impacted Syrian refugees' ability to attain and maintain self-reliance. 63% of this population live outside of camps, with little access to essential services and remain therefore highly vulnerable. Ostracization and discrimination further compound the situation.

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

PUI's presence in Iraq since 1983 has spanned the sectors of Health, WASH, Protection, Education, Shelter, Food Security and Livelihoods, through an integrated approach in both urban and rural areas. Since 2009, the approach in Baghdad has been to improve access to water and sanitation, agricultural activities and livelihoods, improving social cohesion by also considering host population needs. With UNHCR, PUI has worked on improving living conditions of urban households implementing community quick impact projects and creating job opportunities (training centres and Professional Tool Kits). In Najaf, PUI currently conducts Health interventions for IDPs living along the Najaf-Karbala pilgrimage route. In depth assessments of this community have been conducted and PUI seeks to address some of the key problems found in Protection, Livelihoods and community cohesion, building on PUI's experience in Baghdad through BPRM and UNHCR funded livelihoods and agricultural projects, with strong expertise having been built in vulnerability scoring and selection of beneficiary households.

In November 2013, PUI began providing health and WASH services in two Syrian refugee camps in northern Iraq. In August 2014, PUI launched an emergency Health, WASH and NFI response to the IDP crisis in Dohuk, both in and outside of camps. PUI is

working in IDP camps across the country as well as implementing health responses for non-camp populations of IDPs (mobile health teams) and refugees (outreach and educational services).

PUI scaled up its response to the massive displacements caused by large-scale military operations in Ninewa and Anbar governorates especially in 2016 and 2017. Programming now spans Health with both mobile and fixed support in the form of primary healthcare centres, maternal, child, and reproductive health, and nutrition services. PUI seeks to integrate Mental Health and Psychosocial Support (MHPSS) activities with its own Health interventions, whilst also implementing stand-alone MHPSS programming in Mosul city and elsewhere. Furthermore, WASH, Shelter, and infrastructure rehabilitation and revitalisation activities have been incorporated in areas devastated by armed conflict. The Country Strategy for 2018 includes the following;

- To maintain a multi-sectoral emergency response capacity (Health, MHPSS, WASH, Shelter, NFI)
- To access populations most in need in areas where little or no humanitarian assistance has been given
- To develop Early Recovery programming, especially in support of returnees (Health, WASH, Shelter, Education)
- To continue the provision of essential services in Bajet Kandala and Salamiyah IDP camps
- Develop needs-based second line response to Syrian refugees in Dohuk governorate (Education, MHPSS)
- Develop needs-based second line response to Iraqi IDPs in Baghdad, Karbala, and Najaf (incl. Education)
- Multi-year funding for programmes in support of governmental systems and institutions (MHPSS, Health)
- To ensure integration of Protection prevention/mitigation strategies into all projects - mainstreaming

PUI currently has operational bases in Baghdad, Dohuk, Haditha, Mosul, Najaf, and Ramadi and a coordination office in Erbil.

<b>Configuration of the mission</b>	
<b>BUDGET FORECAST 2018</b>	<b>12,000,000 USD</b>
<b>BASES</b>	<b>SEVEN BASES Baghdad, Dohuk, Haditha, Mosul, Najaf and Ramadi and a coordination office in Erbil.</b>
<b>NUMBER OF EXPATRIATES</b>	25
<b>NUMBER OF NATIONAL STAFF</b>	450
<b>NUMBER OF CURRENT PROJECTS</b>	8
<b>MAIN PARTNERS</b>	OFDA, CDC, UNHCR, BPRM, ECHO, AFD, IHF
<b>ACTIVITY SECTORS</b>	Health, WASH, Shelter, Education, Livelihoods
<b>EXPATRIATE TEAM ON-SITE</b>	<b>Erbil coordination:</b> Head of Mission, Deputy Head of Mission Support, Deputy Head of Mission Programmes, Log Co, Finance Co, HR Co, Grants Officer, Security Co, Health Coordinator, Deputy Health Coordinator, Pharmacist, MEAL Coordinator <b>Dohuk base:</b> Area Coordinator, Field Coordinator, 2 Project Managers <b>Baghdad base:</b> Area Coordinator, two Field Coordinators, MEAL Manager <b>Mosul base:</b> Field Coordinator, 2 Project Managers, Base Admin

## Job Description

### Overall objective

The Health Project Manager supervises and supports health activities to strengthen the service provision of quality primary health care and reproductive health services in Salamiyah Camp 2 Primary Health Care Center (PHCC).

### Tasks and Responsibilities

- ▶ **Programs:** He/She ensures proper assessment, implementation and monitoring of health program(s) falling under his/her responsibility, while observing PUI's health policy. He/She has to follow epidemiological data and risks.
- ▶ **Human Resources:** He/She supervises the Health Teams (PUI salaried employees, DoH staff working in the PHCC 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 when needed/requested.
- ▶ **Safety:** He/She contributes to ensure 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

#### 1. ENSURE IMPLEMENTATION AND MONITORING OF MEDICAL PROGRAMS

- ▶ He/She ensures the implementation, monitoring and evaluation of health projects, according with the strategy defined.
- ▶ He/She works in close collaboration with the Health Coordinator and Field Coordinator on the strategy for the health projects he/she is managing.

- ▶ He/She ensures the proper functioning of health projects falling under his/her responsibility and ensures compliance with goals defined in the project proposal/s.
- ▶ He/She ensures that beneficiary and host populations understand the project objectives, participate actively in their implementation and the design of potential new interventions,
- ▶ He/She ensures follow-up and analysis of epidemiological data, in collaboration with the Health Coordinator and medical teams.
- ▶ He/She is responsible for the data collection, analysis and reporting on a monthly basis.
- ▶ 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 reports on medical supplies consumption and undertakes needs assessments of his/her projects in relation to medical equipment, medical consumables and pharmaceuticals;
- ▶ He/She is responsible for the reporting content for the projects under his/her management. He/she contributes to the monthly report of the mission and to the contractual semi-annual report to be submitted to the donor.
- ▶ He/She guarantees the relevance of programs and their respect for the health policy and framework of operations of PUI.

## **2. SUPERVISE THE MEDICAL TEAM AND COMMUNITY HEALTH WORKERS**

- ▶ He/She ensures the application of the Internal Rules of Procedure of PUI for the mission, and guarantees that they are known and respected by the teams.
- ▶ He/She plans and organizes recruitments according with the needs of the projects, by creating and/or updating job profiles / job descriptions and participating actively in the hiring process (interviewing, testing, etc).He/She participates in any decisions related to the termination of employment contracts of team members.
- ▶ He/She ensures that each staff 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 projects and ensures proper management of all the medical staff and Daily Workers.
- ▶ 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 Field Coordinator and Admin Base.
- ▶ He/She ensures technical supervision with the support of the Health Coordinator of the medical staff, and provides advice/guidance to improve the practices.

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

- ▶ On a monthly basis, he/she provides the Administrator with all information necessary for the development of cash flow estimates specific to his/her program(s).
- ▶ He/She ensures that HR documents (attendance sheet, leave request, etc.) are communicated to the Administrative Manager on time.
- ▶ 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.
- ▶ In coordination with the Logistics manager, he/she organizes the logistical components of his/her programs (delivery, distribution, on-site storage, etc).
- ▶ He/She communicates to the Logistics manager on a weekly basis his/her needs related to vehicles and communication equipment for the implementation of programs.
- ▶ He/She prepares purchase requests according with the projects' needs and ensures proper communication of specifications.
- ▶ He/She contributes to the analysis of supplier 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 manager of the base and Logistics Coordinator.
- ▶ In coordination with the logistics and pharmacy department, he/she ensures appropriate storage of pharmaceuticals, medical consumables and equipment specific to his/her programs.

## **4. ENSURE THE REPRESENTATION OF PUI BEFORE HEALTHCARE PROVIDERS**

- ▶ He/She represents PUI before actors working in the field or/and involved in the implementation of medical programs and ensures the maintenance of good relations (consistent with the principles of neutrality and independence of PUI).
- ▶ When requested, he/she participates in Health Cluster meetings and reports on highlights to the Health Coordinator and Field Coordinator.
- ▶ He/she participates in coordination meetings, representing PUI in the camp and regional level.
- ▶ In the event of visits from Donors, he/she participates actively in the preparation and 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 Field Coordinator regularly or on an ad-hoc basis if urgent.
- ▶ He/She must ensure that projects, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons at risk of harm.
- ▶ 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 Health Coordinator and Field Coordinator.
- ▶ In the context of identifying new operations, he/she contributes to the preparation of project proposals for the health sector or other, as per request.
- ▶ He/She participates in the strategy development of the mission.

### Prioritization of 3 activities relative to mission environment

- 1) Coordination with DoH when it comes to the replacement of DoH medical staff working in the PHCC;
- 2) Strengthening the logistics aspects of the project in collaboration with the logistics and pharmacy teams (improvement works of the structure, power supply and procurements);
- 3) Strengthening of the implementation of MHPSS services in the PHCC.

### Team supervision

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

- ▶ Direct management: 1 (PHCC Manager or Deputy Health Program Manager)
- ▶ Indirect management: approximately 80 PHCC staff and CHWs

This position is managed by:

- ▶ Line management: Mosul Field coordinator
- ▶ Additional Functional Management: Health Coordinator

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Bachelor/Master in a Medical field (Public health/ paramedics/ nursing)	Project Management
<b>PROFESSIONAL EXPERIENCE</b>		X
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X X	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good training and supervision skills</li> <li>▶ Experience with international health standards and procedures</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>▶ English</li> <li>▶ Arabic</li> </ul>	X	X
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	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
- ▶ Capacity to work under stress
- ▶ 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
- ▶ 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