

## Preliminary Job Information

<b>Job Title</b>	<b>MEDICAL COORDINATOR</b>
<b>Reports to</b>	<b>DEPUTY HEAD OF MISSION PROGRAM</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA, BASED IN MAIDUGURI</b>
<b>Creation/Replacement (incl. name)</b>	Replacement
<b>Duration of Mission</b>	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 on average 200 projects per 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, and Europe.

Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI has decided to also respond to this crisis (since the organization already assist the Nigerian refugees in Cameroon) from Nigeria.

### General Context :

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as one of the first economy of the continent thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge inequalities between rich and poor, and from a high rate of corruption, at every level. Moreover, a great ethnic diversity (more than language groups led by the family or clan manner) mixed with a federal mechanism make it a real powder keg. Within this volatile environment, the conflict in the North-East of the country and the linked widespread violence triggered a large scale humanitarian crisis.

Indeed, millions of people have been forcibly displaced in the Lake Chad Basin region due to the so-called Boko Haram conflict, and new displacement continues. Resorting to widespread sexual and gender-based violence (SGBV), forced recruitment and suicide bombings, Armed Opposition Groups' (AOG) attacks on civilians persist. Ongoing conflict between AOG and Governmental Security Forces in all affected countries as well as the absence of basic services have created acute humanitarian and protection needs for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Assessments conducted in newly accessible areas revealed severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

### Boko Haram uprising:

The situation changed in 2009 when the Nigerian government launched an investigation into the group's activities following reports that its members were arming themselves. The present insurgency in Borno State began in 2009, when the jihadist rebel group Boko Haram started an armed rebellion against the government of Nigeria. Originally the group had alleged links to al-Qaeda. The insurgency took place within the context of long-standing issues of religious violence between Nigeria's Muslim and Christian communities. When the government came into action, several members of the group were arrested, sparking deadly clashes with Nigerian security forces. The group's founder and then leader Mohammed Yusuf was killed during this time while still in police custody.

### Occidental political/military support:

In 2015, an occidental military coalition (US, France, British) deployed troops to (Cameroon, Niger, Tchad, Nigeria), with the approval of the governments concerned. Their primary mission is to provide intelligence support to local forces as well as conducting reconnaissance flights. A program is also conduct to transfer military vehicles to the local Armies to aid in their fight against Islamist militants.

### **Rapid current stocktaking:**

Following these counter-offensive and military support, several capitals city of Local Governmental Areas (LGAs) of Borno State were liberated. But out of the city, in the country side, the Boko Haram superiority is maintained. => At the end of the 3rd quarterly of 2016, from 60 to 80% of Borno State is considered as being under the control of Boko Haram.

Since the current insurgency started in 2009, it has killed 20,000 and displaced 2.3 million from their homes and was ranked as the world's deadliest terror group by the Global Terrorism Index in 2015.

### **Humanitarian consequences:**

The violence in the Lake Chad Region has uprooted millions of civilians within their own countries, including over 1.8 million IDPs in Nigeria alone. In addition, some hundreds of thousands of Nigerian refugees have fled to neighboring Cameroon, Chad and Niger.

As of January 2018, close to 1,300,000 refugee returnees have been registered in Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. Many of these return movements have resulted in secondary displacements as many areas of origin remain insecure and inaccessible. Projection for 2018 forecast new displacement and arrivals from the inaccessible areas (around 200,000). In total, at least 1.32 million of IDPs are located in Borno State. 50% of them are living in host communities.

The crisis has adversely affected the most vulnerable civilian populations, particularly women and children, older persons and those with disabilities or serious medical conditions. Around 60 per cent of those displaced are children and the number of female and child-headed households is on the rise because male heads of households have either disappeared, been killed or fear to return to join their families. Sexual and gender-based violence (SGBV) is widespread, and many people have suffered the trauma of violent experiences.

The Humanitarian Needs Overview (HNO) 2018 estimated some 7.7 million people in need of humanitarian assistance in Nigeria across the three states of the north east (Borno, Yobe and Adamawa) with most needs concentrated in Borno State. In determining the scale of the response for 2018 (more than 1 billion USD consolidated appeal!), humanitarian partners agreed to focus on states assessed as the most affected by the violent conflict, infrastructure destruction, mass displacement, ongoing insecurity and ensuing factors. The most critical areas requiring humanitarian assistance are located in Borno, Adamawa and Yobe states where millions of people are in need of urgent life-saving assistance.

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

PUI started its intervention in Nigeria in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in MMC. In parallel, PUI launched an inter-agency logistics platform in Maiduguri, serving around 30 different humanitarian organizations, to enhance humanitarian access in Borno.

In 2018, PUI will strengthen and scale-up its response around 3 areas of focus:

1. Focus 1: Protracted presence of IDPs among vulnerable host communities in MMC: urgent needs of IDPs and Host Communities living in Bolori II
2. Focus 2 : IDPs (protracted presence and newly arrived) and Host Communities living in sub-serviced hard to reach areas (Kukawa LGA)
3. Focus 3: Storage and Transportation Challenges facing the Humanitarian Community

### **Following a comprehensive and inclusive programming exercise during the last quarter of 2017, the main programmatic objectives of the mission for 2018 were defined and can be synthesized as follows:**

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health and Nutrition activities.
- Further develop the integrated multi-sector response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH... to the response portfolio (either directly or through coordinated approach with external actors)
- Continue and further develop the logistics support to the humanitarian community from Maiduguri City Warehouse

Develop the opening of an additional operational base in Kukawa LGA with the provision of health and nutrition services for IDPs and host communities starting in July 2018.

### **History of the mission and current programs**

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 Adamawa. In early 2016, PUI has conducted an assessment in Maiduguri which 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.

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in MMC. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CIAA/CDC, in line with PUI's global strategy. In 2018, PUI will further develop its comprehensive response by adding Outreach/Protection and WaSH to the existing country program in Bolori II, and will scale up its intervention with the opening of Kukawa LGA base, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community. The same donors will support the 2018 intervention.

In parallel, PUI is supporting the coordination mechanisms and is running the common logistics platform for all humanitarian actors funded by the logistics cluster (WFP) since 2016, and the partnership has been renewed to this date.

### Configuration of the mission

<b>BUDGET FORECAST 2018</b>	<b>15 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	30
<b>NUMBER OF NATIONAL STAFF</b>	~250
<b>NUMBER OF CURRENT PROJECTS</b>	4 +3 under finalization
<b>MAIN PARTNERS</b>	ECHO, OFDA, CDC, CIAA, WFP, FFP, UNICEF
<b>ACTIVITY SECTORS</b>	Food Security (Cash) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach

## 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 and nutrition programme managers and health technical advisors who report to them on the basis of a dotted-line relationship.

In the context of **health and nutrition activities opening in a new area of intervention, the Medical Coordinator strongly supports the team for the development and the implementation** of medical protocols and activities according to the national and international standards in order to insure the quality of medical care provided in the primary health centre facilities, the health outposts and the mobile clinics supported by PUI. This includes, but is not limited to, medical staff recruitment, definition specifications for procurement of health related supply, work or services (such as health facilities rehabilitation), capacity building of staff, and organisation, planning and implementation of health and nutrition activities.

### 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, project managers and health technical advisors 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.

<ul style="list-style-type: none"> <li>▶ He/She ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc).</li> <li>▶ He/She participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and Head Office.</li> </ul>
<p><b>7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS</b></p> <ul style="list-style-type: none"> <li>▶ He/She participates in and/or supervises exploratory missions in conjunction with the Head of Mission.</li> <li>▶ He/She provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.</li> <li>▶ He/She participates in identifying healthcare needs in conjunction with the project teams.</li> <li>▶ When defining new operations, he/she works with the project teams to prepare and draft project proposals for health-related activities.</li> <li>▶ He/She participates in drafting the mission's annual action plan.</li> </ul>
<p><b>Team Management</b></p> <p>Number of staff to manage and their position (expatriate / local staff)</p> <ul style="list-style-type: none"> <li>▶ Direct management: reproductive and sexual health advisor (expatriate), nutrition advisor (expatriate), mental health advisor (expatriate), pharmacist manager (local staff)</li> <li>▶ Indirect management: 3 health project managers (expatriates), 1 nutrition project manager (expatriate)</li> </ul>
<p><b>Other relationships</b></p> <ul style="list-style-type: none"> <li>▶ Internal: Field Coordinators</li> <li>▶ External: All health stakeholders: authorities, health, nutrition and protection sector members, UN agencies, INGOs and other humanitarian partners.</li> </ul>

## Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Medical training OR Paramedic training + Public health Medical internship	5 years post-secondary education in Pharmacy Public health Project management Mental health background
<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 written communication skills</li> <li>▶ Knowledge of project management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of procedures of institutional donors (OFDA, ECHO, AAP, UN agencies, etc.)</li> </ul>
<b>LANGUAGES</b>		
<ul style="list-style-type: none"> <li>▶ English</li> </ul>	X	
<b>SOFTWARE</b>		
Pack Office (excel is mandatory)	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)
<ul style="list-style-type: none"> <li>▶ Ability to work independently, take the initiative and take responsibility</li> <li>▶ Resilience to stress</li> <li>▶ Diplomacy and open-mindedness</li> <li>▶ Good analytical skills</li> <li>▶ Organisation and ability to manage priorities</li> <li>▶ Proactive approach to making proposals and identifying solutions</li> <li>▶ Ability to work and manage professionally and maturely</li> <li>▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics</li> </ul>

## 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

- ▶ **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