

Preliminary Job Information

Job Title	MEDICAL COORDINATOR
Reports to	HEAD OF MISSION
Country & Base of posting	LIBYA BASED IN TUNIS (TUNISIA)
Creation/Replacement	Replacement
Expected Date Of Arrival	August 2018
Duration of Mission	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 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.

Crisis context

Libya's political transition has been disrupted by armed non-state groups and threatened by the indecision and infighting of interim leaders. After an armed uprising ended the 40-plus year rule of Muammar al Qadhafi in late 2011, interim authorities proved unable to form a stable government, address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation.

In 2016, continued political instability and ongoing armed conflict in Libya has led to deteriorating living conditions and reduced access to essential services for a significant part of the country. Internally Displaced Persons (IDPs) remain one of the most vulnerable population groups as they seek out temporary shelter and scarce livelihood opportunities in urban centres, many without access to basic services. The power vacuum that gave way to the rise of armed groups in Libya, and the ongoing violence has caused thousands more Libyans to flee their homes in search of protection and assistance. In February 2016, while the political situation in Libya remains tumultuous, new patterns of displacement are occurring, with a growing trend of return reported in the East.

Over 435 000 people in Libya have been forcibly displaced, almost doubling the number reported in 2014. Humanitarian organizations face serious difficulties to reach communities and vulnerable IDP families affected by the ongoing violence in the country.

Health and protection needs of the affected population stand out in terms of scope, scale and severity. This is the result of major shortages of essential medicines and a debilitated primary healthcare system, which have led to an increase in serious illnesses and disease. The conflict has restricted access to basic services, led to forced displacement and impacted people's safety and security. The displaced are the most vulnerable due to limited coping capacity and loss of assets, particularly displaced women, children, the elderly and those with low economic means. Refugees, asylum-seekers and migrants are also considered some of the most vulnerable, due to their exposed risk to discrimination and exploitation based on their status. According to OCHA, the most severe needs in terms of geographic areas are those of affected people in the east and south of the country.

The worsening economic situation and political crises have exacerbated the vulnerability of the people in Libya, where the main source of household income remains salaries from the state. In the preliminary findings of the MSNA conducted by UN agencies, 71 per cent of households reported that their incomes have either remained the same or decreased. Given the protracted nature of the current crisis, the primary objective is to improve resilience of affected communities. This entails building capacity at national and local levels to generate the evidence base needed to monitor the impacts of crisis, to plan key interventions as needed to address humanitarian and early recovery priorities, and to support the recovery of local economies and rehabilitation of critical

damaged infrastructures and public services.

The Libya Humanitarian Needs Overview (HNO) is based on a number of needs assessments conducted in 2016, including the UN inter-agency Multi-Sector Needs Assessment (MSNA), sector needs and gap analysis based on information from ongoing humanitarian operations in Libya and available secondary sources. In areas where conflict and insecurity impeded access to affected people, there are some significant gaps in information in terms of the scale and scope of humanitarian needs. There are also information gaps for some of the sectors, especially where national information collection and reporting systems are weak, such as for protection. (OCHA)

Due to the security context, the majority of the humanitarian intervention in Libya are being managed remotely from Tunis

PUI's strategy/ position in the country

In light with the humanitarian situation described above, Premiere Urgence Internationale is launching a program in Libya focusing in Benghazi area, in partnership with a local NGO, Libyan Psychological Association (LAPS), on health activities. Following several exploratory mission and results of an MHPSS assessment conducted by LAPS, this program aims at improving access to quality healthcare for population affected by the ongoing conflict in Benghazi and its surroundings by the implementation of two mobile clinics in Benghazi. The main objective is the reduction of morbidity and mortality among conflict affected populations in Libya.

The project aims at providing an emergency response to the accurate needs for primary health care services in Eastern region of Libya. Targeted as a priority for the humanitarian community by the latest HRP designed in October, the health system has completely collapsed in Libya. This project aims at :

- ▶ improve access to primary health care through mobile health care clinics, including mental health and psychosocial support interventions, information and guidance on local services, including referral where necessary,
- ▶ support to improve personal health care behaviors for existing displaced populations by reinforcement of community prevention, information and communication
- ▶ Improve emergency response to new large scale displacement by supporting the creation and the strengthening of an early warning system to develop coordination and cooperation with local actors and relevant authorities to ensure a timely comprehensive response in case of population displacement.

This program is currently supported by DG ECHO and CDCS (Centre de Crise et de Soutien du MAE).

Due to the security situation, as most of the intervention, this program should be managed remotely from Tunis with potential visit in Libya depending on security clearance (currently on process). Following the evolution of the context, the remote management could be reduced.

History of the mission and current programs

This is new PUI mission, based on initial assessments in spring 2016, followed by later visits in autumn 2016 and early 2017. Positive response from two donors resulted with opening of mission in February 2017, PUI opened office in Tunis, as a first phase of PUI operations in Libya.

Configuration of the mission

BUDGET FORECAST 2017	4 700
BASES	COORDINATION IN TUNIS & OPERATIONAL BASE IN BENGHAZI
NUMBER OF EXPATRIATES	10
NUMBER OF NATIONAL STAFF	25
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO + CDCS + UNHCR
ACTIVITY SECTORS	Health and Psychosocial support, Rehabilitation & Early Recovery
EXPATRIATE TEAM ON-SITE (Tunis)	Head of mission, Medical coordinator, Admin / Fin coordinator; Logistics coordinator and WASH Coordinator

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 programme managers (Field Co and PM – field officers) who report to them on the basis of a dotted-line relationship.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the Head Office Technical Department, 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.
- ▶ **Human Resources / Training:** He/She supervises the medical coordination team (PUI employees), provides support to programme managers for recruiting technical staff and supervises technical training activities on the basis of identified needs. He/She sets up proper process for the remote follow up and supervision of medical staff.
- ▶ **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 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 Technical 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, UNAIDS, 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 provides continuous information to the Head of Mission and project managers 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 Technical 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 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 identifies training needs for his/her team and supplements this through the provision of organisational, methodological and technical support, organising training, etc.
- ▶ 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).

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

<p>managers.</p> <ul style="list-style-type: none"> ▶ 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.
<p>5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR</p> <ul style="list-style-type: none"> ▶ 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.
<p>6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE</p> <ul style="list-style-type: none"> ▶ 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 <i>ad hoc</i> in the event of an emergency. ▶ He/She ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc). ▶ He/She participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and Head Office.
<p>7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS</p> <ul style="list-style-type: none"> ▶ He/She participates in and/or supervises exploratory missions in conjunction with the Head of Mission. ▶ He/She provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country. ▶ He/She participates in identifying healthcare needs in conjunction with the project teams. ▶ When defining new operations, he/she works with the project teams to prepare and draft project proposals for health-related activities. ▶ He/She participates in drafting the mission's annual action plan.
<p>Team Management</p> <p>Number of staff to manage and their position (expatriate / local staff)</p> <ul style="list-style-type: none"> ▶ Direct management: 1 local staff ▶ Indirect management: 9 local staff

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<p>Medical training OR Paramedic training + Public health Medical internship</p>	<p>5 years post-secondary education in Pharmacy Public health Project management</p>
PROFESSIONAL EXPERIENCE		X
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<p>X</p> <p>X</p>	
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		Arabic
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	<p>X</p> <p>X</p>	
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<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 		
Other		
<ul style="list-style-type: none"> ▶ Experience of working in Middle East or in similar epidemiologic situation with important prevalence of Non Communicable Diseases would be an asset ▶ Experience of working in emergency context and through remote management mechanism would be an asset ▶ Basic knowledge of Mental Health and Psychosocial Support would be an asset 		

Conditions		
Status		
▶ EMPLOYED with a Fixed-Term Contract		
Salary package		
▶ MONTHLY GROSS INCOME: from 2 200 to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI		
Costs Covered		
<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 month ▶ PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months 		