

JOB DESCRIPTION

Preliminary job information

Title	EXPLORATORY MEDICAL COORDINATOR
Country & Base	COLOMBIA
Reports to	EMERGENCY OFFICER
Duration of Mission	2 months

General information on the mission

Context and Premiere Urgence Internationale positioning

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 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 6 million people in 23 countries – in Africa, Asia, Middle East, Caucasus and Europe.

Crisis context

Venezuela faces a major political, economic and social crisis, with hyperinflation, acute scarcity of food, medicine and other basic goods and one of the world's highest murder rates. During widespread protests against Maduro's government, dozens of opposition demonstrators have been killed. The July 2017 election of an all-powerful Constituent Assembly closed down almost all remaining democratic spaces, sparking widespread condemnation in the region and around the world. In recent years, almost 2.3 million people left Venezuela to live, mostly, in Colombia, Ecuador, Peru, Argentina, and Chile. In the short term, migration places significant pressures on the provision of services, institutions, labor markets and the social dynamics of the receiving areas, affecting most the vulnerable populations in both the migrant and local communities.

Colombia hosts the largest number of Venezuelan migrants (1.2 million), 750 000 on the first nine month of 2018. Amongst them, 24% are nationals who are returning to their home country. Between 70,000 and 80,000 Venezuelan citizens cross the border with Colombia every day. While most return to their country the same day, others stay in Colombia. On 2 August, 442,000 Venezuelans were granted a Special Stay Permit (PEP) providing them legal status for two years.

In absolute terms, Bogotá is the city with the largest number of migrants. However, in relative terms, the border areas (Norte de Santander, Arauca and Guajira) are the most affected, with the migrants representing between 2.5% and 5% of the population. These regions have development lags, which limits their ability to absorb migrants.

Some Venezuelans in Colombia live in precarious conditions, sometimes staying in public installations such as transport terminals, with multiple needs including shelter, protection, health and WASH. Almost 70% of Venezuelans in Colombia are estimated to have irregular migratory status and are particularly vulnerable to violence and exploitation. They lack access to basic services and work. Only 40% of the migrant children are in school, and the migrant population is twice as likely to be unemployed than the local Colombian population. The cost of additional public services caused by migration including education, health, water and sanitation, early care, housing support, employment services and institutional strengthening lies between 0.23% and 0.41% of Colombia's GDP.

In early February, the Colombian government tightened entry restrictions and security along the border with Venezuela, deploying an additional 3,000 security personnel, and temporarily halted the processing of new border mobility cards. Increased traffic along illegal border crossing routes has been reported since entry restrictions changed. Armed groups control many illegal crossing points, which leads to protection concerns for people using these crossings.

New policies implemented by other Latin American countries will likely worsen the situation in Colombia. Since 18 August, Ecuadorian authorities demand that all Venezuelans must hold a valid passport to enter the country. The same measure was to be implemented from 25 August in Peru. Other countries, such as Panama, Honduras, Nicaragua, Guatemala and El Salvador, had already started to implement a special visa policy for Venezuelans. Colombian authorities are concerned that these new policies will lead to an increase in human trafficking, tensions with host communities, and general insecurity.

Première Urgence Internationale positioning

This first exploration phase was done jointly with Solidarités International (SI), following a budding global strategic partnership between 4 emergency NGOs. SI & PUI sent a first mission to Colombia in early 2019, to evaluate humanitarian situation in Colombia and figure out if there was a possibility of intervention for both NGOs and/or in partnership. This first exploratory mission was initiated in Bogota to meet with key stakeholders including potential Donors and in several affected regions across the country to assess the humanitarian indicators at field level.

Information gathered is available in the mission’s report, essentially it revealed great needs in Health, Protection and living conditions, lacks in coverage and some financial opportunities. Humanitarian needs analysis and humanitarian positioning opportunities clearly heighten interest for PUI and SI to collaborate for further steps. Nowadays PUI and SI wishes to position themselves in Colombia to open a missions and start consortium projects in the country. In a longer term, the interest would actually be on Venezuela, where it would be intended at some point to open a mission as well there.

Considering humanitarian needs in Colombia and potential integration of PUI response in partnership with SI (WASH, RRM and FSL expert) PUI is willing to begin its humanitarian covering **health sector**.

The partnership with Solidarités International has to be developed and structured both at HQ and field level, and complementarity is to be found in the activities. Therefore a serious understanding of humanitarian health needs and of PUI intervention framework are needed to properly set-up the mission in Colombia in partnership with another NGO covering other sector.

Job Description

Overall objectives

Under the direct supervision of the Emergency Officer, the Exploratory Medical Coordinator main objectives are the following

- ▶ To set PUI as a renowned medical actor in Colombia
- ▶ To set-up an operational health strategy in country keeping in mind potential PUI-SI expertise integration
- ▶ To contribute to fundraising for PUI/SI strategy in Colombia, especially regarding health
- ▶ To launch the first health activities

Related Activities

- ▶ Establish field level PUI-SI collaboration particularly regarding health sector integration with SI expertise
- ▶ Coordinate needed health assessments
- ▶ Manage the team for assessment if needed
- ▶ Design and Draft the technical parts of the first concept notes and proposals
- ▶ Develop a draft of health strategy for PUI in Colombia
- ▶ Represent PUI towards donors and crucial stakeholders, especially health authorities and actors/health coordination mechanisms, health working groups
- ▶ Follow up and produce a Monthly Medical situation updates and an analysis of the humanitarian context;

TEAM COMPOSITION:

- ▶ The exploratory/opening phase may include the recruitment of dedicated staff
- ▶ Work will be done in close collaboration with Solidarités International (SI) Exploratory HoM

Specific Objectives and Related Activities

1. ESTABLISH FIELD LEVEL PUI-SI COLLABORATION

- ▶ S/he work in close collaboration with [SI Exploratory HoM](#)
- ▶ S/he insure external representation in country for the two organizations with [SI Exploratory HoM](#)
- ▶ S/he design PUI health response strategy that complement one another with SI expertise

2. CONTRIBUTE TO THE DEVELOPMENT OF A NEW HEALTH STRATEGY AND PROPOSALS

- ▶ S/he gathers, monitors and analyses epidemiological data, medical protocols, national health policies and assistance programmes in link with Venezuelans refugees from key players in the healthcare sector in Colombia
- ▶ S/he 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.
- ▶ S/he participates in and/or supervises the deployment of the health assessments, the health data collection and analysis and ensures real time sharing of general findings in conjunction with Solidarités International (SI)Exploratory HoM
- ▶ S/he provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.
- ▶ S/he participates in identifying / analysing healthcare needs.
- ▶ When defining new operations, s/he is responsible for the proposition, resources design and coordination of in-depth technical assessment with the project teams to prepare and draft project proposals for health-related activities.
- ▶ S/he ensures that the medical activities of the mission's programmes comply with PUI's health policy and operational framework.
- ▶ S/he contributes to the fundraising strategy of PUI in the country and advocates towards relevant donors for the coverage of the identified humanitarian health gaps
- ▶ S/he contributes to, if relevant, the preparation of the deployment of interventions in the country

3. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR

- ▶ S/he represents the association at external meetings (authorities, humanitarian stakeholders...) and relevant coordination schemes
- ▶ S/he participates in important coordination meetings and is an active attendee of these meetings, especially health coordination meetings
- ▶ 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).

4. ENSURE LOGISTICAL AND ADMINISTRATIVE SET UP

To Set up of medical programs in country

- ▶ S/he contributes in analysing the pharmaceutical market in line with PUI quality procedures
- ▶ S/he leads in analysing orders for medicines, consumables and medical equipment for new health programs.
- ▶ S/he contributes to analysing bids made by suppliers for purchases with stringent technical specifications.

To set up PUI mission in country

- ▶ S/he may be involve in PUI registration process in country
- ▶ S/he provides all the information needed to produce a cash flow forecast for his/her own department to the Administration and Finance department 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 department.

5. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS IN-COUNTRY

- ▶ S/he, in direct link with PUI HQ/ Solidarités International (SI)Exploratory HoM identifies national and international HR needs for health and provides relevant Job Descriptions / Terms of Reference
- ▶ S/he leads the recruitment process of national health staff during the diagnosis phase and deployment phase
- ▶ S/he supervises all local and international health staff in the country
- ▶ S/he leads the training of expatriate or national health staff (organizational, methodological and potentially technical support, organization of trainings, etc) for health activities
- ▶ S/he ensures PUI's Internal Regulations are respected.
- ▶ S/he protects PUI's image in the country and thus makes sure the entirety of the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.

6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- ▶ S/he ensures the safety plan is understood by the health 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 safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc).

Proposed terms

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **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

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