

JOB DESCRIPTION

Preliminary Job Information

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| Job Title | HEALTH PROJECT MANAGER |
| Reports to | DEPUTY FIELD COORDINATOR PROGRAM |
| Country & Base of posting | IRAQ, MOSUL AND DOHUK (BASED IN MOSUL) |
| Creation/Replacement | Replacement |
| 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 6 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Iraq has suffered nearly 39 years of conflict and unrest starting with the Iran-Iraq war in the 1980s which lasted for 8 years and resulted in around a million people being killed as well as dealing a significant blow to the Iraqi economy. This was closely followed by the annexing of Kuwait and subsequent First Gulf War in 90s which saw heavy casualties and destruction of the Iraqi infrastructure. The 2003 invasion of Iraq by the US led coalition saw even more upheaval and conflict for this population. After a short period of relative stability between 2009 and 2012, the rise of Islamic State group (ISg) in 2014 and its seizure of, at one point, an estimated 40% of Iraq including Fallujah, Tikrit and Mosul, Iraq saw mass population displacement and the exposure of the people of Iraq to multiple and cumulative acts of violence. The military operation to retake areas under IS control has been officially completed end of 2017, however some pockets of ISg fighters remain active up to this day.

Iraq as a whole has been facing one of the most critical humanitarian crisis of the moment. Starting from 2014, the conflict engendered mass displacements, and left up to this day more than 8.7 million people requiring humanitarian assistance. In the end of 2018, more than 4.1 million people returned to their area of origin, and over 1.8 million are still displaced. In addition, 225,000 Syrian refugees who have been displaced since 2013 are still living in Iraq.

PUI's strategy/position in the country

PUI, present and registered in both Republic of Iraq and Kurdistan Region of Iraq (KRI), is operating in four governorates (Dohuk, Ninewa, Baghdad, and Anbar) and has been responding to the emergency health and WASH needs during the ISg crisis with the aim to be as close as possible to the frontline and be involved in immediate response in accessible areas. Over the crisis, PUI has been positioned as a major health and WASH actor and a first responder in challenging areas with little humanitarian presence. PUI plans to maintain its current health and MHPSS activities in camps as long as the populations are not able to return. Iraq being today in a recovery phase, PUI intends to transition from mobile to static health and MHPSS interventions by supporting existing health facilities. PUI's strategy for the coming months is also to keep developing a better integrated approach, linking health, protection, WASH, shelter and livelihood interventions in areas of return and displacement to ensure that basic needs of the populations are covered, opening the path to social cohesion among the communities.

History of the mission and current programs

PUI has been present in Iraq since 1983. The programming has spanned the sectors of health, WASH, protection, shelter, food security and livelihoods, through an integrated approach, in both urban and rural areas, responding to the changing needs of the local communities.

By 2010, PUI was targeting poor rural villages in Baghdad to help them regain livelihoods and restart agricultural production. Starting from in 2014, PUI has been supporting livelihood projects and promoting access to the job market through Professional Tool Kits and trainings.

As the war in Syria increased in severity the influx of refugees crossing into the Kurdistan Region of Iraq increased. PUI opened a Mission in KRI in 2013 to start to respond to these needs. PUI has been operating in several Syrian and IDPs camps from 2013 to 2017 (Gawilan, Domiz 2, and Bardarash), providing a basic package of health care services complimented by a WaSH response of active hygiene and sanitation watch out. Since 2015, PUI is managing the Primary Health Care Center in Bajet Kandala 1 camp, and is extending its spectrum of intervention to the delivery of Mental Health and Psychosocial Support (MHPSS) services to the camp population.

Due to severe fighting over the first quarter of 2017 in Western Mosul, the Government urged civilians to leave the area, resulting in mass displacements. As a response, several camps opened in the south of Mosul to host these populations, and PUI intervened in Salamiyah 2 camp by providing emergency health care as soon as the IDPs started arriving there in June 2017. To this day, PUI is the sole healthcare actor in Salamiyah 2, providing 24/7 primary healthcare services and emergency stabilization and transfer, along with reproductive health care and MHPSS services.

PUI responded to the crisis by providing additional health care through Mobile Health Teams in Dohuk, Ninewa and Dohuk governorates to be as close as possible from the frontlines. The aim was to provide emergency health and MHPSS care to the people fleeing the conflict areas, and in addition WASH emergency interventions were done in Anbar to provide IDPs through emergency water trucking and implementation of sanitation facilities in transit sites. To this day, PUI is still intervening through a mobile health and mental health approach in Anbar and Ninewa, in areas with few available services.

To allow a shift from emergency to early recovery in areas affected by the conflict, PUI is rehabilitating PHCCs in Ninewa and Anbar, with a focus on BEmONC (Basic Emergency Obstetric and Newborn Care) units and integration of MHPSS services. In addition, PUI is rehabilitating shelters and water treatment plants in Western Anbar, in hard to reach areas where few actors are intervening.

Current Programming:

Static PHCCs in IDP Camps: management of 2 PHCCs in Bajet Kandala 1 (in Dohuk) and Salamiyah 2 (in Ninewa) camps.

Health Facilities Rehabilitation: rehabilitation of PHCCs and BEmONC units in Ninewa and Anbar governorates

Mobile Health and Mental Health Interventions: 6 Mobile Health Teams and 9 MHPSS mobile Teams in Anbar, Ninewa and Baghdad

Comprehensive MHPSS: integrated into all health activities and comprehensive MHPSS project in East Mosul

WaSH response out of camp: rehabilitation of water treatment plants in western Anbar

Shelter response: repairing damaged houses in Anbar

Education: schools rehabilitations in Ninewa plains

Configuration of the mission

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| BUDGET FOR 2019 | \$10,000,000 |
| BASES | 6 BASES (ERBIL (COORDINATION ONLY), DOHUK, MOSUL, BAGHDAD, RAMADI, HADITHA) |
| NUMBER OF EXPATRIATES | 23 |
| NUMBER OF NATIONAL STAFF | 250+ |
| NUMBER OF CURRENT PROJECTS | 3 |
| MAIN PARTNERS | OFDA , ECHO, CDC, MoH, UN Agencies |
| ACTIVITY SECTORS | Health, MHPSS, WASH, Education and Shelter |

EXPATRIATE TEAM ON-SITE

Erbil Coordination: Head of Mission; Deputy HoM Programmes; Deputy HoM Support; Log Co; Finance Co.; HR Co.; Health Co.; Mission Pharmacist; MEAL Coordinator; WASH and Shelter Co; Grants Officer; Security and Safety Advisor
Dohuk/Mosul base: Field Co, 3 PMs, Log Base, Admin Base
Central and Southern Iraq: Area Co, Deputy Area Co, MEAL Manager, Admin Manager

Job Description

Overall objective

The overall objective of the Health Project Manager is to ensure the development, implementation, monitoring and evaluation of PUI project to strengthen the service provision of quality primary health care, reproductive health services, MHPSS and community awareness in 2 PHCC located in IDPs camps and 2 health facilities located within the communities.

Tasks and Responsibilities

- ▶ **Programs:** He / She ensures the proper implementation, supervision, quality monitoring and reporting of the projects in the area of intervention.
- ▶ **Strategy:** He / She ensures the development of new interventions based on identified needs in collaboration with the Deputy Field Coordinator and relevant technical coordinators
- ▶ **Human Resources:** He / She is responsible of the project teams (PUI employees and potential daily workers), giving direct and indirect supervision to the team.
- ▶ **Logistics and administration:** He / She provides logistical and administrative monitoring of activities under his/her responsibility.
- ▶ **Finance:** S/he ensures the financial management of the project according to the PUI and donors' rules
- ▶ **Representation:** At the request of his / her superiors, he / she represents the association with partners, local authorities and stakeholders involved in the implementation of programs his / her area of operation
- ▶ **Security:** S/he guarantees to efforts aimed at ensuring compliance with safety rules at the site, and transmits all information relating to safety concerns to his/her immediate supervisor and team.

Specific objectives and linked activities

1. ENSURE IMPLEMENTATION AND MONITORING OF PROGRAMS

- ▶ S/he ensures the efficient and effective implementation of project(s) by developing and implementing activities inside the camps and in the communities, focused on primary health care, reproductive health, mental health and psychosocial support (MHPSS) and community awareness through PHCCs support and community sensitization.
- ▶ S/he ensures a proper need assessments and reassessments with the field team, and provides all the necessary reports to the line manager
- ▶ He /She ensures monitoring of projects according to the projects workplan, context evolution and in collaboration with the Deputy Field-/ and Technical Coordinators.
- ▶ He /She ensure PUI, international and national standards and guidelines/ tools are implemented and followed up by the team members.
- ▶ S/he facilitates training to the team in terms of quality service provision and coherence with the given standards.
- ▶ S/he ensures good communication between project teams and the beneficiary communities by ensuring that beneficiaries and local populations understand the project objectives and participate actively in their implementation.
- ▶ S/he ensures the proper functioning of programs falling under his/her responsibility, and ensures compliance with goals defined in the project proposal/s.
- ▶ S/he tracks the performance indicators defined, reports on progress to his/her immediate supervisor in collaboration with the MEAL department.
- ▶ S/he ensures the proper collection, follow-up and analysis of any necessary data collected in the context of the programs' implementation with the support of the MEAL team and in collaboration with respective Coordinators.
- ▶ S/he ensures archiving of documents, tools and training materials produced in the context of project/s and ensures the availability of the verification sources mentioned in the proposals.
- ▶ S/he reports on medical supplies consumption and undertakes needs assessments of his/her projects in relation to medical equipment, medical consumables and pharmaceuticals;

- ▶ S/he transmits the internal and external reports to his/her immediate supervisor and Technical Coordinators while making sure to meet the internal deadlines for endorsement (Situation Report) and the external contractual deadlines (donor reports). S/he contributes to the monthly report of the mission and to any technical report to be transmitted to technical Department.
- ▶ In collaboration with the Medical team in coordination, ensure quality of program/activities in line with the essential package of health services in the country by ensuring regular supervision, feedback and improvement for staff delivering clinical care and community services.

2. ENSURE THE MANAGEMENT OF PROGRAM TEAM

- ▶ S/he familiarizes himself/herself with the Internal Rules of Procedure of PUI for the mission, and ensures that they are known and respected by the team.
- ▶ S/he ensures in the hiring process of project staff, as well as in any decision related to the termination of employment contracts of local project staff, in coordination with Administrator and Deputy Field Co
- ▶ S/he assumes or delegate's responsibility for the integration of new project-level staff, ensuring the project context, relevant tools and PUI policies are well understood.
- ▶ S/he supervise indirectly her team on daily basis
- ▶ S/he guides the work of the project teams, tracks the realization of their objectives, and leads the mid-term and final staff evaluations.
- ▶ S/he ensures that each person is subject to a written evaluation at least once per contract period and per year, and at a minimum before leaving office.
- ▶ S/he ensures compliance with the Internal Rules of Procedure of PUI on the site and ensures any disciplinary measure in case of non-respect in collaboration with Administrator and Deputy Field Coordinator.
- ▶ S/he identifies needs and completes training programs for his/her team members (capacity building, action plan, organizational support, methodology and technical support as the case may be organization of training sessions...).
- ▶ S/he ensures technical supervision with the support of the Health Coordinator of the medical staff, and provides advice/guidance to improve the practices.

3. ENSURE LOGISTICAL AND ADMINISTRATIVE SUPPORT FOR PROGRAMS

- ▶ He /She ensures the provision of adequate means necessary to implement properly programs in line with available budgets. S/he takes into account the time and logistical constraints of the mission, as well as the purchasing rules specific to the programs, in order to ensure that his/her requests are realistic in light of procurement timelines. S/he contributes to the analysis of supplier of bids for purchases with highly technical specifications.
- ▶ S/he communicates with the Logistic manager on a weekly basis his/her needs related to vehicles and communication equipment for the implementation of program/s.
- ▶ S/he ensures that logistical, administrative and financial procedures linked to project implementation are established and alerts his superiors if gaps are observed in order that corrective action may be taken
- ▶ S/he ensures the budget management of the project in accordance to the PUI and donors' guidelines and project workplan
- ▶ S/he participates in budget follow-up meetings, monitors the efficiency in the implementation of the projects (adequacy between means and ressources allocated) and informs this superior in case of gap.
- ▶ S/he ensures that HR documents (attendance sheet, leave request, etc) are communicated to the Administrative Manager on time
- ▶ S/he ensures the correct stock management of the project (medical and non- medical one: inventory, cleaning, etc) according to the PUI and donors' rules
- ▶ S/he ensures to request on time the medical needs of the project to the Central Pharmacy members and works closely with them for the drugs management and medical items

4. ENSURE THE REPRESENTATION OF PUI TO RELEVANT STAKEHOLDERS

- ▶ S/he ensures the representation of the project internally and is the spokesperson for the team
- ▶ S/he contributes in relevant meetings in the area of operation, with local authorities, UN or NGO partners.
- ▶ S/he contributes in Ad-hoc meetings according to the various humanitarian issues encountered in the field with the various stakeholders.
- ▶ S/he strengthens links with other humanitarian actors present in the area for a good coordination.
- ▶ In the event of visits from Donors, S/he contributes actively in the preparation and the smooth organization of the visit.

5. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- ▶ S/he ensures that the safety plan is known by the team falling under his/her responsibility, and that safety rules are respected.
- ▶ S/he manages the security of the team in day to day operations to very security sensitive areas (red zone areas), including using local contacts to get up to date information, planning back up security measures and tracking the team whilst in the field.
- ▶ S/he contributes to data collection on safety issues in his/her field of operations and disseminates them to the Deputy Field Coordinator regularly or on an ad-hoc basis if urgent.
- ▶ S/he 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: 1st aid kits, PEP kits, gloves...).

6. EVALUATION AND DEVELOPMENT

- ▶ S/he analyzes the humanitarian, political, social and security situation in the area and identifies key trends in collaboration with the Deputy Field Coordinator and Technical Coordinators.
- ▶ S/he ensures the evaluation of the projects and guarantees the capitalization of the lessons learned in collaboration with the Deputy Field Coordinator and relevant technical coordinators
- ▶ In the context of identifying new operations, s/he contributes to the preparation of project proposals S/he participates in the strategy development of the mission.

Focus on 3 priority activities related to the context of the mission

- ▶ Ensure a proper collaboration and coordination with the DoH in Ninewa and in Dohuk;
- ▶ Launch the new OFDA project, especially the support to 2 new health facilities in Ninewa;
- ▶ Support the three DPMs and the HLO with strong presence in the field and ensure good experience sharing among the bases
- ▶ Ensure a proper data collection and analysis to share with relevant stakeholders

Team Management

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

- ▶ Direct management : 3 Deputy Project Managers and 1 Health Liaison Officer
- ▶ Indirect management : 50 local staffs (30 in Dohuk and 20 in Mosul) and around 80 DoH staffs

This position is managed by:

- ▶ Line management: North Deputy Field coordinator Program
- ▶ Additional Functional Management: Medical coordinator

Required Profile

Required knowledge and skills

| | REQUIRED | DESIRABLE |
|---|--|--|
| TRAINING | <ul style="list-style-type: none"> ▶ Health discipline (Public health/ epidemiology paramedics/ nursing / medicine) | <ul style="list-style-type: none"> ▶ Experience in PSS activities ▶ Project Cycle Management |
| PROFESSIONAL EXPERIENCE | <ul style="list-style-type: none"> ▶ Experience in health service delivery and management ▶ Successful experience in large team management and the management of multisectorial programs ▶ Experience in security management ▶ Experience with coordination and cluster system ▶ Experience within an international NGO | <ul style="list-style-type: none"> ▶ Experience in Needs Assessment ▶ Experience in emergency settings ▶ Experience managing projects with refugee/IDP ▶ Experience in the Middle East |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Knowledge of project management ▶ Team management ▶ Knowledge of Health /MHPSS | <ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances |
| LANGUAGES | | |
| <ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic | X | X |

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| SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) | X | X |
| Required Personal Characteristics (fitting into the team, suitability for the job and assignment) | | |
| <ul style="list-style-type: none"> ▶ Leadership skills and an ability to make decisions ▶ Ability to show authority, if necessary ▶ Analysis (discernment, pragmatism) and synthesis abilities ▶ Adaptability ▶ Organization, rigor and respect of due dates ▶ Great ability to listen and to negotiate ▶ Good people person and good communication skills ▶ Ability to remain calm and level-headed ▶ General ability to resist stress and in unstable circumstances particularly | | |

Conditions

Status

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

Salary package

- ▶ **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

Costs Covered

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines etc.
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/7 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 leave per year + return ticket every 6 months