

# JOB DESCRIPTION

Preliminary job information	
Job Title	HEALTH COORDINATOR
Country and Base of posting	UKRAINE – KIEV / KOSTIANTYNIVKA
Reports to	HEAD OF MISSION
Creation / Replacement (incl. name)	REPLACEMENT
Duration of Handover	5 days
Duration of Mission	12 months from February 2020

## 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 250 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 the Caribbean, Africa, Asia, Middle East and Europe.

Since April 2014, Eastern Ukraine has been experiencing significant armed conflict. A significant part of the Donetsk and Lugansk Oblasts (regions) are now controlled by separatists, who have declared the independence of two new self-proclaimed republics, still unrecognized by the international community: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signing of a ceasefire agreement between the Ukrainian authorities and the separatists, fighting has persisted, causing a considerable number of casualties and a humanitarian crisis that is still largely uncovered. As per the international agreements of 2015, a line of contact divides the country between the areas controlled by the Government of Ukraine and the areas under the control of the separatists. The conflict is still active, with regular fighting and shelling along and on both sides of the contact line. The conflict has had and continues to have an extremely negative impact on the population living in the region pushing 3.2 million of people to be in need of humanitarian assistance and has caused the displacement of 1.4 million people (registered) mostly concentrated in the areas closer to the conflict zone. Humanitarian access to certain areas remains very limited, particularly in zones where armed hostilities are taking place, and hampering the delivery of humanitarian assistance to the most vulnerable people who are in need of humanitarian aid due to the combined impact of conflict, displacement and extreme poverty. Since the beginning of the conflict, population faces shortage in food, health services, basic household items and shelter, and suffer of psychological distress.

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

PUI priority is to improve or restore equitable access to quality health services as well as to water, sanitation and hygiene for the most vulnerable population living in cities located along the contact line in the Donetsk Oblast. PUI focus of provision of humanitarian aid to vulnerable population within the conflict-affected area employing complex approach strategy based on technical, medical and non-medical expertise.

## History of the mission and current programs

Premiere Urgence Internationale opened its mission in Ukraine in the beginning of 2015 after identification of crucial humanitarian needs in Eastern Ukraine linked to the intensification of the military conflict. Thanks to CDC (Centre de Crise of the Ministry of Foreign Affairs of France) and ECHO funding's, PUI has started to provide humanitarian assistance for the most vulnerable population in target cities of Kostiantynivka (GCA – Government-Controlled Area) and Horlivka (NGCA – Non-Government-Controlled Area) in April 2015. PUI provided aid on both sides of the conflict line in order to ensure neutrality and equity. The assistance aimed at improving healthcare for the most vulnerable population. The intervention included access to free medicines through a voucher system and medical prescriptions issued by doctors, provision of medical and non-medical equipment and consumables to health facilities, rehabilitation of the most life-saving wards of health facilities damaged by shelling, and provision of fresh food to canteens of health facilities in NGCA.

From August 1st 2016 to January 31<sup>st</sup>, 2017 with the funding of OFDA, PUI ran two first aid points (FAPs) located at the Exit-Entry Check Point (EECP – marking the separation between areas controlled by the Ukrainian Army and the separatists) of Mayorsk, providing first aid care and stabilization, followed by emergency call for ambulance when required for people crossing check points between government controlled areas and non-government controlled areas – both ways.

In November 2016, PUI opened two more first aid points (FAPs) at Mariinka and Novotroitske exit-entry check-points between GCA and NGCA. In October 2018, a similar intervention was launched at Hnutove checkpoint. These activities are supported by DG ECHO. Additionally, PUI began training primary healthcare doctors and nurses on the WHO Mental Health Gap Action Programme (mhGAP), aimed at scaling up services for mental, neurological and substance use disorders.

Currently, PUI is running, for the 5th consecutive year, a project funded by ECHO (April 2019 to February 2020) with the same above components in GCA (Government-controlled area) and NGCA (Non-Governmental Controlled area) in Donetsk Oblast plus inclusion of supportive supervisions of Primary Health Care Facilities. PUI has developed new mechanisms to improve the quality of care in its areas of intervention through supportive supervision, support with fuel for transportation of patients and transitioning to an electronic voucher-for-health modality

With UNICEF support PUI is implementing a WASH project (April 2018 to August 2020) aiming at improving access to water and sanitation through rehabilitation of water supply infrastructures in Donetsk Oblast, at both city/community and institutions level. The activities include repairs/installations of pipes, boreholes, water towers/water tanks in 5 villages located in or close to the conflict area, rehabilitation of WASH infrastructures in 6 health facilities and 1 kindergarten, and distribution of water jerry cans to the local communities. Finally, CDCS supports the rehabilitation of WASH infrastructure and health and hygiene promotion activities.

## Configuration of the Mission

<b>BUDGET FORECAST 2020</b>	<b>1.2M €</b>
<b>BASES</b>	<b>KIEV – COORDINATION OFFICE KOSTIANTYNIVKA (GCA) – FIELD BASE OFFICE DONETSK (NGCA) – REPRESENTATION OFFICE</b>
<b>NUMBER OF EXPATRIATES</b>	<b>5</b>
<b>NUMBER OF NATIONAL STAFF</b>	<b>+/- 55</b>
<b>NUMBER OF CURRENT PROJECTS</b>	<b>3</b>
<b>MAIN PARTNERS</b>	ECHO, UNICEF, CDCS
<b>ACTIVITY SECTORS</b>	First Aid / Primary Health Care / Secondary Health care / Vouchers / MHPSS / PFA / WASH / Rehabilitations
<b>EXPATRIATE TEAM ON-SITE</b>	Kyiv Coordination Office : 4 expatriates Kostiantynivka Office: 1 expatriate

## Job Description

### Overall objective

The Health Coordinator is responsible for the success of the development and implementation of mission's health strategy and the quality of current and future health programmes at the assessment, implementation and evaluation phases. He/she provides support to programme managers whom they have a close working relationship. The Health Coordinator is the head of the mission's Health Technical Department and his / her direct reports are the Field Medical Referent and the Pharmacist.

In addition to the health programs, the Health Coordinator will also be requested to support the implementation of an integrated approach with the WASH small scale activities.

The Health Coordinator is expected to regularly travel to the field office(s) of PUI in Donbass region (at least 50% of time).

### Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the STC, he/she contributes to the development of the integrated/multi sector approach in the mission' strategy.
- ▶ **Programmes:** He/she ensures that health and other programme(s) are in line with PUI's technical policies and monitors them for quality and efficacy.
- ▶ **Representation:** He/she represents the association to partners, authorities and local stakeholders involved in implementing health programmes.
- ▶ **Human Resources / Training:** He/she supervises the technical teams and provides technical support to programme managers for recruiting technical staff and supervision of technical aspects of strategy and programs.
- ▶ **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 Goals and Related Activities

#### 1. MONITOR AND UPDATE TECHNICAL STRATEGY

- ▶ He/she contributes to the development of the mission's operational strategy in line with PUI's health policy, integrated approach initiative and the country's national health policy (with special consideration for the ongoing health reform) and the identified needs.
- ▶ He/she submits any proposals for the development of new health activities in new areas of operation to the HQ health advisor (STC Department).
- ▶ He/she ensures that the health 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 STC.
- ▶ 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 HQ Health Advisor.
- ▶ He/she promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the STC.
- ▶ He/she attends coordination meetings as an active contributor. He/she organises annual reflection and strategic development workshops with the mission's technical staff as necessary.

#### 2. MONITOR THE MISSION'S HEALTH PROGRAMME(S)

- ▶ He/she provides continuous information to the Head of Mission and project managers on new directions on health policies at a national level and within PUI.
- ▶ He/she ensures reports on medical activities, in particular in relation to epidemiological data, consumption of medical supplies, indicators and results of the mission's health programmes are monitored and analysed.
- ▶ He/she supervises the operation of health activities, including project and site visits, monitoring the quality of care, meeting technical staff and organising trainings.
- ▶ He/she provides technical support for programmes by responding to technical questions, analysing health 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.) and according to PUI AQ drugs' policy.
- ▶ He/she communicates internal and external reports to the Head of Mission and Head Office STC in line with internal approval timelines (monthly situation report) and external contractual deadlines (project reports).

### 3. SUPERVISE THE TECHNICAL 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. CONTRIBUTE TO THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF HEALTH PROGRAMME(S)

- ▶ He/she participates in analysing orders for medicines, consumables and medical equipment placed by project technical managers.
- ▶ He/she analyses bids made by suppliers, in collaboration with STC, for purchases with stringent technical specifications.
- ▶ He/She provides all the information needed to produce a cash flow forecast for his/her own department, and for health components of projects as necessary, to the Administration and Finance Coordinator on a monthly basis.
- ▶

### 5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR

- ▶ He/she represents the association to key national and local players (relevant clusters, 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, actively participating 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.
- ▶ He/she ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.).
- ▶ He/she ensures that PUI staff have access to a first aid kit.
- ▶ He/she participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and HQ.

### 7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS

- ▶ He/she participates in and/or supervises exploratory missions in conjunction with the Head of Mission and the mission team.
- ▶ 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 takes part in drafting and review of the technical part of project proposals related activities.
- ▶ He/she participates in drafting the mission's annual action plan.

## Focus on 4 priority activities relating to the context of the mission

- ▶ Monitor the health programs implementation and support to the management of these activities (in particular, strong support is expected to the planned strategy of capacity-building to local actors to ensure continuum of care).
- ▶ In direct collaboration with the HoM, fine-tune the health strategy of PUI Mission to Ukraine based on context evolution in the coming months.

Active participation in external health sector's coordination mechanisms (Health Cluster, MHPSS Working group,, other events related to the national health reform or topics related to the ongoing operations).

- ▶ Define and pursue an individual capacity building action plan for the Pharmacist and the Field Medical Referent.

## Team Management

Number of people to manage and their position (local staff): Direct management of the Field Medical Referent and the Pharmacist

Strong technical links with the Health Project Manager

## 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
<b>PROFESSIONAL EXPERIENCE</b>	X X X (previous experience in running multi-sector programs)	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good written communication skills</li> <li>▶ Knowledge of project management</li> <li>▶ Knowledge of multi-sector programming</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of procedures of institutional donors OFDA, ECHO, UN agencies, etc.)</li> <li>▶ Knowledge of the post-Soviet context desirable</li> </ul>
<b>LANGUAGES</b>	X	X  X Ukrainian , Russian
<b>SOFTWARE</b>	X	

### Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ 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

## Conditions

### Status

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

### Salary package

- **MONTHLY GROSS INCOME:** from 2200 up to 2530 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, 24/7 assistance and repatriation.
- **HOUSING** in collective accommodation.
- **DAILY LIVING EXPENSES** : "Per Diem"
- **"BREAK POLICY** : 5 working days at 3 and 9 months
- **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months.