



## JOB DESCRIPTION

### Preliminary job information

Job Title	HEALTH PROJECT MANAGER – GCA (GOVERNMENT-CONTROLLED AREAS)
Country & Base of posting	UKRAINE – KOSTIANTYNIVKA
Reports to	FIELD COORDINATOR
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM

### 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 self-proclaimed republics, still not recognized by the international community: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signature of a ceasefire agreement between the Ukrainian authorities and the de facto authorities, 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 de facto authorities in the non-government controlled areas. 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.

While recent political developments on the front of international negotiations have raised hopes for a solution to settle the conflict, there is still a long way to go for conflicting parties to agree.

#### 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 31st, 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 checkpoints 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 March 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

As of February 2020, besides its portfolio of activities supported by ECHO, PUI implements a WASH project (April 2018 to August 2020, funded by UNICEF) 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>1.3M €</b>
<b>BASES</b>	<b>KIEV – COORDINATION OFFICE KOSTIANTYNIVKA (GCA) – FIELD BASE OFFICE</b>
<b>NUMBER OF EXPATRIATES</b>	<b>6</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: 2 expatriates

## Job Description

## Overall objective

The Project Manager, under the direct supervision of the Field Coordinator, is responsible for the implementation and supervision of all activities related to Exit and Entry Check Points (EECP) and Health programs in the government-controlled areas (GCA) of Eastern Ukraine and manages all human and financial resources dedicated to the project.

## Specific objectives and linked activities

### 1. Project implementation

- Planning of the implementation of activities.
- Supervising and monitoring the implementation of activities by the team.
- Ensuring that the project implementation complies with proposals, contracts, technical requirements, regulations and standards of quality. This includes donor and PUI rules, as well as guidelines provided by the coordination team.
- Ensuring the project reporting is done in compliance with PUI and donor requirements.
- Writing the first version of required internal and external reports related to the project
- Participating in proposals' writing in his/her technical field.
- Ensuring the implementation of the program is done in accordance with the calendar and the budget of the project.

### 2. Team supervision / team management

- Supervising and coordinating the work of the team on a daily basis.
- Ensuring the team benefits from the means, conditions and atmosphere necessary to achieve their objectives. Identify needs and address them with the rest of the organization through the proper channels.
- Proposing the adequate team structure (chart flow), and implement it with the validation of Field Coordinator. This includes designing proper communication flows, share of roles and responsibilities, plans of actions, team chart, etc – and their updates when necessary.
- Ensuring the ECHO project team management is realized in compliance with PUI regulations, especially HR and administrative.

### 3. Logistics, Finances, Administration

- Monitoring and managing the budget lines whom he/she is responsible for. This includes procedures such as the FFU update, cash and payment forecast, etc.
- Ensuring all PUI HR procedures are correctly implemented within the team.
- Conducting the HR procedures he/she is directly responsible for, such as appraisals or sanctions.
- Ensuring operational relevance of administrative processes linked to the program implementation (for example: technical input for partners' contracts and MoU).
- Ensuring the log/admin/fin needs of the projects are properly addressed. This requires in particular:
  - The supervision of logistics needs of EECPs' activities.
  - Proper coordination, under the supervision of Field Coordinator, with the log/admin/procurement departments (based in Konstantinovka/Kiev).
- Preparing purchase requests with support of Officers to launch procurement process according to work plan.

### 4. Internal coordination

- Reporting continuously to the Field Coordinator on the achievement of his/her objectives, the implementation of the program and the needs identified on the field.
- Reporting to Health Coordinator on the required technical aspects.
- Communicating the needs and requests of his/her team to the other departments, using the proper communication channels, and ensuring his/her team does the same with proper anticipation and level of formalization.

### 5. Security

- Responsible for the compliance to the security policy on the activity sites, in PUI subbases and during the movements of his/her team.
- Reporting on the security situation to Field Coordinator and to Log/Security Assistant.
- Ensuring PUI security regulations are implemented by the program team, and that the proper validations are obtained.
- Contributing to PUI's security analysis by his/her input upon request.

### 6. Representation / external coordination

- Taking part in technical meetings, working groups and clusters and provide appropriate feedbacks upon request.
- Establishing and maintaining good relations with local participants and communities (populations) in the operational fields.
- Representing PUI when asked and/or delegated to do so.

### 7. Strategic development

- Monitoring and analysing at his/her level the evolution of humanitarian needs, operational, security or legal constraints, presence and operations conducted by partners, and the general relationship of PUI with authorities and partners.
- Contributing to the strategic design led at Coordination level.
- Contributing to the design of future projects.
- Contributing to the technical assessment of humanitarian needs in the scope of his/her technical area.

**Focus on 3 priority activities relating to the context of the mission**

- ▶ **Project implementation:** Launch of the new ECHO-funded health activities and transition of some of the key components of this program (voucher-for-health, MHPSS, handover of Entry-and-Exit Crossing Points activities), coordinate with the WaSH teams for activities implemented in synergy
- ▶ **Team supervision / team management :** Ensure team members are carrying out technical recommendations correctly and build their capacity.
- ▶ **Development of new activities:** Conducting needs-assessment, identify relevant interventions in line with PUI programming, propose orientations for PUI programming for health activities

**Team Management**

Number of people to manage and their positions (only local staff)

Direct line management: 2 Health Project Officers, 1 MHPSS Specialist, 1 Supportive Supervision Officer, 1 IT/DB Assistant

Indirect management: EECF team (29)

**Required Profile**

**Required knowledge and skills**

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Health background (Medical doctor/ public health/ paramedics/ nursing)	Project Management or other related field
<b>PROFESSIONAL EXPERIENCE</b>		
▶ Humanitarian	At least 2 years of experience in project management/implementation in the humanitarian field	Previous experience as project manager
▶ International	Previous expatriate experience in developing countries/conflict-affected countries	Previous experience in Ukraine or other post-soviet union countries
▶ Technical	Experience in implementation of health programs	Experience in Mental health and psychosocial support activities
<b>KNOWLEDGE AND SKILLS</b>	Strong management skills Knowledge of international health standards and procedures Project Cycle Management Solid programmatic, financial, and organizational planning skills	Knowledge of MHPSS programming
<b>LANGUAGES</b>		
▶ French	Full proficiency	Professional proficiency in Ukrainian and/or Russian highly appreciated
▶ English		
▶ Other (please specify)		
<b>SOFTWARE</b>		
▶ Pack Office	X (with focus on Excel and Word)	Kobo
▶ Other (please specify)		

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

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Resistance to pressure

<ul style="list-style-type: none"> <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>
<b>Other</b>

Conditions
<b>Status</b>
<ul style="list-style-type: none"> <li>➤ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
<b>Salary package</b>
<ul style="list-style-type: none"> <li>➤ <b>MONTHLY GROSS INCOME:</b> from 2200 up to 2530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
<b>Costs covered</b>
<ul style="list-style-type: none"> <li>➤ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>➤ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/7 assistance and repatriation.</li> <li>➤ <b>HOUSING</b> in collective accommodation.</li> <li>➤ <b>DAILY LIVING EXPENSES</b> : "Per Diem"</li> <li>➤ <b>"BREAK POLICY</b> : 5 working days at 3 and 9 months</li> <li>➤ <b>PAID LEAVES POLICY:</b> 5 weeks of paid leaves per year + return ticket every 6 months.</li> </ul>

Commenté [HoMPU1]: To be updated – HQ