

JOB DESCRIPTION

Preliminary job information

Title	HEALTH COORDINATOR
Region	VENEZUELAN CRISIS
Reports to	HEAD OF MISSION
Duration of Mission	6 months

General information on the mission

Context and Première Urgence Internationale positioning

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. 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 on average 200 projects per 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, 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. According to official figures, some 4.5 million Venezuelans have left their country 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.

The economic crisis in Venezuela has eroded the country's health-care infrastructure and threatened the public health of its people. Shortages in medications, health supplies, interruptions of basic utilities at health-care facilities, and the emigration of health-care workers have led to a progressive decline in the operational capacity of health care. These limitations have disproportionately affected the most vulnerable populations, including children, pregnant women, elderly, people with chronic diseases and remote communities. The effect of the crisis on public health has been difficult to measure since the Venezuelan Ministry of Health stopped publishing crucial public health statistics in 2016. From 2012 to 2017, maternal and perinatal mortality and morbidity increased by 66 % and 51% respectively, requiring the strengthening of sexual and reproductive health services. From 2015 to 2019, teenage pregnancies increased by 65%. At the beginning of 2019's rainy season, malaria and dengue outbreaks were reported in Táchira and Zulia, which remains a significant threat to bordering countries given the migratory movements. Between 2017 and 2019, most patients who were infected with HIV interrupted therapy because of a lack of medications. By September 2019 the number of measles and diphtheria cases dropped by 92.2 % due to vaccination campaigns held by international organizations, compared to 2018. For other health conditions data is not currently available. For example, 70% of the deaths in Venezuela were due to non-communicable diseases by 2016, such as cancer, diabetes, hypertension and chronic respiratory diseases. The number of preliminary tuberculosis cases date from 2018, when 10,575 new cases were reported.

Outbreaks and expanding epidemics of infectious diseases associated with declines in basic public health services are threatening the health of the country and the region. In Colombia, many of the 1.4 million Venezuelans have walked along the migration routes with no access to health services, which leads to the most common conditions (dehydration, superficial wounds, waterborne diseases, etc.) to worsen and increases the risk of further complications. Furthermore, PWSN (such as pregnant women, people with disabilities, newborns and elderly people) and those with chronic health conditions are also unable to access to the medical treatment that their conditions require.

Configuration of the Mission	
BUDGET FORECAST 2020	150 000
BASES	1
NUMBER OF EXPATRIATES	2
NUMBER OF CURRENT PROJECTS	1
MAIN PARTNERS	CDCS
ACTIVITY SECTORS	Health
EXPATRIATE TEAM ON-SITE	Head of mission, Health Co

Job Description
Overall objective
The Health 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 functional support to programme managers (Field Coordinator, Technical Program Manager – field officers) who report to them on the basis of a dotted-line relationship.
Tasks and Responsibilities
<ul style="list-style-type: none"> ▶ Strategy: Working alongside the Head of Mission and cooperating closely with the HQ Health 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 a public health perspective. ▶ Programmes: He/She ensures that medical programme(s) are in line with PUI's health policy and framework, and he/she monitors them for quality and efficacy. ▶ Representation: He/She represents the association to partners and local stakeholders involved in implementing health programmes. ▶ Human Resources / Training: He/She supervises the health coordination team (PUI employees), provides support to programme managers for recruiting technical staff and supervises technical training activities on the basis of identified needs. ▶ 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
<p>1. MONITOR AND UPDATE MEDICAL STRATEGY</p> <ul style="list-style-type: none"> ▶ 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, and PSS activities if necessary, in new areas of operation to the Head Office Medical Department. He/She ensures that the medical and PSS 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 Medical 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 supports PSS activities when necessary, ensuring reports on PSS activities, monitoring PSS staff and organizing training.
- ▶ 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 and PSS 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 Medical 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 managers.
- ▶ 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.

5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR

- ▶ 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.

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 participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance Coordinator, Head of Mission and Head Office.

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 writes a mission report
- He/She conducts and coordinates health assessments in order to develop new health and PSS activities
- He/She provides monitoring of the healthcare coverage provided by 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 design and draft project proposals for health-related activities.
- He/She participates in drafting the mission's annual action plan.

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

- Closely follow up humanitarian health needs in the country
- Set up a draft of health strategy for PUI in the country, in line with PUI health policy and framework
- Launch the first health projects and activities (HR, procurement, M&E, trainings etc.)
- Represent PUI among health actors

Team Management

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

- Direct management: to be recruited
- Indirect management: to be recruited

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Medical or paramedical background as doctor, nurse or midwife	Background in management or work in SRH / PF and mental health master degree in public health
PROFESSIONAL EXPERIENCE ► Humanitarian ► International ► Technical	X X	X
KNOWLEDGE AND SKILLS	► Good written communication skills ► Knowledge of project management	► Knowledge of procedures of institutional donors OFDA, ECHO, AAP, UN agencies, etc.)
LANGUAGES ► Spanish ► English ► French	X X	X
SOFTWARE ► Pack Office ► Other (please specify)	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

Other

- ▶ Discretion & Namelessness
- ▶ General ability to resist stress and particularly in unstable circumstances
- ▶ Ability to work with minimalistic comfort and limited support resources
- ▶ Ability to cope with difficult living condition (power shutdown, limited access to food and water,...)
- ▶ High respect of security measure
- ▶ Ability to remain calm and level-headed

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 individual hotel rooms
- ▶ **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