

JOB DESCRIPTION

Preliminary Job Information

Job Title	MEDICAL COORDINATOR
Country & Base of posting	KHARTOUM, SUDAN
Reports to	HEAD OF MISSION
Duration of Mission	5 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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

Sudan and South Sudan are affected by long-term tensions over the borders and oil resources.

An new armed conflict erupted in 2011, pitting the Sudanese armed forces against the SPLM-North insurgents who have taken refuge in the Nuba Mountains. This rebellion led to the creation of the Sudan Revolutionary Front, bringing together rebel groups from Darfur, South Kordofan and the Blue Nile.

The conflict has led to the fragmentation of South Kordofan into government-controlled areas, mainly the plains, and SPLM-controlled territories, generally in and around the highlands (or Nuba Mountains). These positions have not changed significantly, despite numerous offensives launched by both sides, violating the ceasefire signed in 2016.

The revolution of 2019 and the fall of Omar al-Bashir allowed the beginning of a round of political negotiations under the aegis of South Sudan, as well as a ceasefire. These steps led to a partial lifting of the restrictions on movement that had been imposed on the populations. These significant developments have also led the Government to allow humanitarian actors to access to South Kordofan, both in areas controlled by the central government and in areas controlled by SPLM-N forces, although access to the latter remains restricted.

However, the continuing political tensions in the Sudan, as well as the current economic crisis, have a direct impact on the living standards of the Sudanese. The maintenance of the country on the American blacklist of states supporting terrorism represents a major obstacle to the country's economic recovery and the health crisis linked to the COVID 19 epidemic is contributing to the worsening of the country's economic situation. In the face of galloping inflation, households are now spending more on basic necessities, neglecting other items considered of secondary importance such as education, health and drinking water.

According to UNOCHA, 77% of households spend more than a half of their budget on food purchases. More and more people are unable to meet their own needs, and this problem impacts first and foremost the most vulnerable groups of people, including refugees and displaced persons. According to UNOCHA, 2.7 million children suffer from acute malnutrition.

The successive economic and political crises have reinforced the context of humanitarian crisis in Sudan. Still According to UNOCHA, 9.3 million people will need humanitarian assistance in 2020, i.e. 23% of the country's population, compared to 5.4 million in 2015 ; the economic crisis has pushed several million Sudanese into poverty and worsened the situation of already vulnerable people.

The humanitarian needs have grown : malnutrition and undernutrition are still present, unemployment and lack of resources in the countryside are pushing people to settle on the outskirts of towns, thus reinforcing the inability of public services to meet their needs.

Besides, the context of political and economic instability has contributed to an increase in banditry, violence and tensions between communities. Occasional attacks on populations push people to flee in search of safety.

PUI's strategy/position in the country

Première Urgence Internationale is an NGO resulting from the merger of Aide Médicale Internationale (AMI) and Première Urgence (PU) in 2011. AMI arrived in Darfur in 2004 with primary health actions. The project consisted of support to health centers and the deployment of mobile clinics. Then in 2006, AMI expanded to Shaeria and Kazanjedeed. In 2005, AMI also started primary health activities in Ed Al Fursan, again in close collaboration with the Ministry of Health. In 2009, AMI had to close the mission. However, whether through PU or AMI before 2011, PUI has always been present in the region in Chad, especially since 2004, mainly in the East in the Ouaddai region where PUI is developing an integrated strategy to fight malnutrition, by acting as much as possible on its short, medium and long term determinants through primary health and food security interventions. In addition, PUI was present in Southern Sudan from 2013 to the end of 2019. PUI was implementing health and nutrition activities in Aweil North County, in Lol State (formerly Northern Bahr el Ghazal). The program consisted of support to nutritional sites and support to the primary health care center in Majak Kaar. Finally, PUI has been present in Libya since the beginning of 2017 through a program of mobile clinics in the Benghazi region. These various projects in the region aim to improve access to health care by providing medical treatment and primary health care.

Witnessing the lack of humanitarian aid In South Kordofan, PUI conducted assessment missions in January and February 2020 that confirmed and identified the existing needs in this region.

Considering the results of this last assessment, PUI wants to contribute to the sustainable improvement of the coverage of the population's basic needs by reducing mortality and morbidity of the populations affected by the crisis in Sudan through an integrated approach.

Thus, PUI, in consortium with TGH in lead, recently submitted a project to support the sustainable recovery of basic services in the sub-district of El Abassiya in South Kordofan to the Crisis and Support Center (CDCS). The project will be implemented through, on the one hand, school infrastructures rehabilitation activities, EHA activities, the setting up of a mobile clinic to support the displaced populations and, on the other hand, the distribution of educational and health facilities. PUI also wishes to emphasize training of community health workers and the strengthening of local capacities to support health centers. The project should start in September 2020.

For 2020, the major objective of PUI and TGH is to bring about strong sectoral improvements in Health, Education and Water, Hygiene and Sanitation in several villages of Al Abbasiya sub-district (South Kordofan).

In this context PUI is looking for a strong and experienced head of mission.

Configuration of the Mission

BUDGET FORECAST 2020	600 000 EUROS
BASES	KHARTOUM
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	19
NUMBER OF CURRENT PROJECTS	1 – Mission opening
MAIN PARTNERS	CDCS
ACTIVITY SECTORS	Health (–for PUI) WASH, Education, Nutrition (for TGH)
EXPATRIATE TEAM ON-SITE	Head of mission, logistics coordinator, administrative and financial coordinator, field coordinator, health coordinator

Job Description

Overall objective

The Medical 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 support to programme managers (RDB and RT – field officers) who report to them on the basis of a dotted-line relationship.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the Head Office Medical 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 the point of view of public health.
- ▶ **Programmes:** He/She ensures that medical programme(s) are in line with PUI's health policy and monitors them for quality and efficacy.
- ▶ **Representation:** He/She represents the association to partners, authorities and local stakeholders involved in implementing medical programmes.
- ▶ **Human Resources / Training:** He/She supervises the medical 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

1. MONITOR AND UPDATE MEDICAL STRATEGY

- ▶ 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 in new areas of operation to the Head Office Medical Department. He/She ensures that the medical 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 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 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.
- ▶ 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 works with the project teams to prepare and draft project proposals for health-related activities.
- ▶ He/She participates in drafting the mission's annual action plan.

Team Management
Number of staff to manage and their position (expatriate / local staff) <ul style="list-style-type: none"> ▶ Direct management: 1 ▶ Indirect management: 1

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Medical training OR Paramedic training + Public health Medical internship	5 years post-secondary education in Pharmacy Public health Project management
PROFESSIONAL EXPERIENCE		X
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	X X	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good written communication skills ▶ Knowledge of project management 	<ul style="list-style-type: none"> ▶ Knowledge of procedures of institutional donors (OFDA, ECHO, AAP, UN agencies, etc.)
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	X	
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X	

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

<ul style="list-style-type: none"> ▶ 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 2 200 up to 2 530 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, 24/24 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