

Preliminary Job Information

Job Title	HEALTH COORDINATOR
Reports to	DEPUTY HEAD OF MISSION FOR PROGRAMS
Country & Base of posting	KABUL, AFGHANISTAN
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. PUI teams are committed to support civilian victims of marginalization and exclusion, or hit by natural disasters, wars or economic collapse, 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 and hygiene, and economic recovery. PUI provides assistance to around 6 million people in 23 countries – in the Caribbean, Africa, Asia, Middle East, Eastern Europe and France.

Afghan Mission is the oldest PUI mission with the first medical intervention launched in 1980 just after the Soviet invasion. Since then, Afghanistan has mostly been in conflict, with national armed groups and international forces that is causing mass casualties and massive movements of population within or out of the country. According to IOM Displacement Tracking Matrix (DTM), the total number of displaced population for the period 2012-2019 that currently live in host communities reached 4,350,900 individuals. The same time, the country has witnessed a strong wave of returnees from abroad at 3,451,510 people. This latter figure is expected to grow further in 2020 as large numbers of Afghans have fled the COVID-19 outbreak from neighboring countries (mainly from Iran). The high number of returns put additional pressure on host communities, fragile livelihoods and public services that are already strained by conflict and economic underperformance.

The achievements realized in the years following 2001 invasion are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted to an active one. Armed groups are threatening the Government of Afghanistan that struggles to impose its vision of development despite continuous extended military, financial and political support, nationally and internationally.

As Afghanistan continues to face an extremely complex humanitarian challenges, the country remains one of the world's largest refugee crisis. According to the World Bank data, by end of 2018, the number of Afghans refugees stood at close to 2.7mln, following only the Syrian crisis.

In the current context, with elevated pressure on aid organizations by different actors, fragmented conflict that happens to a large extent away from urban centers, the capacity to deliver aid to those in need is particularly challenging. Access to remote areas is volatile, with military offensive and/or threats, expulsion by armed groups that cause agencies to suspend their operations at times. Health actors are particularly at risk as attacks on health facilities and staff continue to happen across the country with a visible intensity in areas where PUI operates.

In 2020, the COVID-19 pandemic advanced the crisis even further. Humanitarian Needs Overview (HNO) expects now 14mln of Afghans, or 37% of the country's population, in need for assistance. This figure is revised upward from 9.4mln estimated earlier in 2020 and from 6.3mln in 2019.

PUI's Strategy/ Position in the country

PUI orients its programs on addressing the fundamental needs of the Afghan populations through provision of assistance based on humanitarian principles and aligned with the concept of do no harm. Indeed, neutrality and impartiality are the key in order to enable humanitarian access to the affected communities, in particular in remote areas and territories contested or under control of the armed groups.

PUI interventions are implemented in a coordinated manner and must demonstrate strong support and co-ownership of the stakeholders and beneficiaries. Grass root approach and engagement of communities is possible as the Agency maintains acceptance and relationships locally for years, and involves stakeholders in all stages of its actions from design of activities to community-based feedback mechanism and other accountability instruments.

Over the past 40 years of response in Afghanistan, PUI has delivered health and nutrition assistance with aim to reduce morbidity and mortality in vulnerable populations. The Organization contributed to the reconstruction of the health system and expansion of access to quality health services across 11 provinces altogether.

Until now, health remains PUI strong expertise in the country and the entry point to implement the integrated approach that combines primary health care, nutrition, sexual and reproductive health, maternal health, hygiene and sanitation, and increasingly psychosocial support. Since 2013, PUI has started interventions on emergency preparedness and trauma services to conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths, it is indeed crucial to maintain capacity to respond to mass casualties and/or populations displaced suddenly.

In terms of geographical coverage, PUI increasingly orients its operations to remote areas and territories contested or under the control of the armed groups.

Programmatic Objectives for 2019-2021

In the period of 2019-2021, PUI has remained aligned with the efforts to date, and continues ensuring access to quality health services through both mobile and static facilities. The Agency also increasingly prioritizes the needs related to mental health not only among vulnerable populations at large but also among humanitarian community exposed to traumatic events in their daily work. Other active sectors of interventions involve nutrition, WaSH, mainstreamed protection and cash-based assistance. PUI considers further expansion to complementary areas for instance food security and livelihoods.

History of the mission and current program

Prior to the merger with Première Urgence (PU), Aide Médicale Internationale (AMI) had been present and known among local populations in Afghanistan since 1980 for health programs. To be noted that PUI continues operating in Afghanistan under the logo and name of PU-AMI. Currently the Organization is implementing the following programs in the eastern provinces of Nangarhar, Kunar, Laghman and Nuristan:

Health:

Focuses on provision of access to quality primary health care services through mobile and static clinics. Through mobile health teams (MHTs), communities are provided with primary health care consultations, malnutrition diagnosis and treatment, vaccination, ante- and postnatal care, hygiene promotion and general health education, as well with psychosocial support. In static facilities, PUI supports trauma posts oriented on specialized services to care for victims of conflict activities or other major or minor traumas. In other health facilities, including two hospitals in Jalalabad, PUI provides for nutrition and sexual and reproductive health care.

Nutrition:

Malnutrition remains at dangerously high levels across Afghanistan, and PUI currently integrates a nutrition component (diagnosis, treatment, education) with other healthcare activities. In terms of geographical coverage, nutrition services are being provided in particular in remote areas where access to healthcare system is reduced or non-existent.

Psychosocial Support:

Psychological trauma remains difficult to quantify due to low reporting, diagnosis and overall low quality of available services, though the likelihood of significant portion of the population suffering mental health issues is to be high or very high as the conflict continues for now four decades and poverty is deepening across the country. PUI integrates and provides the psychosocial support at community-level and in health facilities, for now mainly in the form of awareness, individual sessions and referrals. Furthermore, first as a pilot project, and now at a broader scale, PUI has developed a Psychological First Aid (PFA) package deployed primary at the First Aid Trauma Posts (FATPs) and with aim to provide for immediate psychological relief to those who suffered a major trauma.

WaSH:

In complement to the implementers of Basic Health Care Package and Essential Package of Hospital Services at the health facilities level, PUI provides for the rehabilitation of water supply and sanitation infrastructure making sure that gender inequalities are addressed. PUI also ensures health facilities in remote areas have access to clean water through boreholes drilling powered with solar energy.

Furthermore, in communities, the Organization provides hygiene awareness enhanced by the distribution of hygiene kits.

COVID-19 Outbreak:

Since March 2020, and in close collaboration with a variety of stakeholders and actors, PUI has been actively engaged in preparedness and mitigation of the progressing COVID-19 outbreak with main objective to interrupt or slow down the chains of transmission. Infection prevention control (IPC) support to PUI-run MHTs and health facilities is being strengthened through training, provision of materials and equipment, as well as implementation of a number of relevant protocols. In remote areas, PUI introduced and reinforced the risk communication in order to raise understanding of the viral disease and reduce rumors. Furthermore, the Organization enhanced its psychosocial assistance services to cover distress related to COVID-19 including stigmatization.

Configuration of the Mission

BUDGET 2019 – 2020	7 million EUR
BASES	Kabul (coordination office), Jalalabad (field office), Assadabad (field office)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	2 (other grants are under negotiation)
MAIN PARTNERS	ECHO, USAID/OFDA
ACTIVITY SECTORS	Health, Protection, Nutrition, WaSH 2 (other grants are under negotiation)
EXPATRIATE TEAM ON-SITE	<p>Kabul (country management): Head of Mission (HoM), Deputy Head of Mission for Programs (DHoMP), Health Coordinator, HR Coordinator, Financial Coordinator, Logistics Coordinator, Grants Officer</p> <p>Jalalabad: (field management): Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor</p>

Job Description

Overall objective

The Health Coordinator is responsible for building capacity of mission technical department in health and nutrition sectors and for the quality of the health programmes all along the project cycle, from assessment, to implementation, monitoring and evaluation. S/he works closely with the Deputy Head of Mission for Programs and Head of Mission in assessing, implementing and evaluating all health programs in the mission.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the Deputy Head of Mission for Programs and the Regional Health Advisor, s/he identifies key strengths, weaknesses, opportunities and gaps within technical department in health and nutrition sectors and based on this analysis designs capacity building and coaching plan for the department itself and for all technical health and nutrition staff
- ▶ **Programmes:** S/he ensures that medical programme(s) are in line with PUI's health policy and monitors their quality and efficacy. S/he works closely with Deputy Health Coordinator and train him/her on necessary PUI policies and quality standards required for proper monitoring of programmes implementation.
- ▶ **Representation:** Together with Deputy Health Coordinator, s/he represents the association to partners, authorities and local stakeholders involved in implementing medical programmes.
- ▶ **Human Resources / Training:** S/he analyses current capacity of technical health and nutrition team and prepares training plan to increase capacity in technical aspects (health and nutrition standards, guidelines etc) as well as in project and teams management. The special focus will be put on building capacity of Deputy Health Coordinator in technical as well as managerial aspects of health and nutrition programming.

- ▶ **Logistics and Administration:** S/he ensures the activities for which he/she is responsible comply with logistical and administrative procedures.
- ▶ **Safety:** S/he 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

- ▶ S/he contributes to the development of the mission's operational medical strategy in line with PUI's health policy and health intervention framework and the country's national health policy.
- ▶ S/he supports Deputy Health Coordinator in preparation of project proposals for the development of new medical activities in new areas of operation to the headquarter Medical Department and trains Deputy Health Coordination of proposal development.
- ▶ Together with Deputy Health Coordinator, s/he ensures that the medical activities of the mission's programmes comply with PUI's health policy and operational framework.
- ▶ S/he ensures medical guidelines, 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 headquarter Medical Department. Additionally, s/he trains all technical health and nutrition staff on the existing standards.
- ▶ S/he trains Deputy Health Coordinator on efficient usage of epidemiological data, medical protocols, national health policy and assistance programmes from key players in the healthcare sector (WHO, UNICEF, etc) for the country and on proper monitoring and analysis in conjunction with the headquarter Medical Department
- ▶ S/he promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the headquarter Medical Department.
- ▶ Together with Deputy Health Coordinator, s/he 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)

- ▶ S/he provides continuous information to the Head of Mission and the Deputy Head of Mission for Programs on new directions on medical policies at a national level and within PUI.
- ▶ Together with Deputy Health Coordinator, monitors, analyses and compiles reports on medical activities (monthly and 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.
- ▶ S/he monitors the operation of medical activities, including project and site visits, monitoring the quality of care, meeting medical staff and organising meetings and training for technical staff based on analysis of gaps and needs.
- ▶ S/he provides technical support for programmes by responding to technical questions, analysing medical strategy and identifying solutions to problems.
- ▶ S/he trains Deputy Health Coordinator on adaptation of implementation and monitoring methods for medical activities on projects run by the mission.
- ▶ S/he works with Deputy Health Coordinator on relevant procedures and SOPs ensuring orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.).
- ▶ Together with Deputy Health Coordinator prepares report matrix in line with internal approval timeframes (situation report) and external contractual deadlines (project reports). S/he trains technical team on qualitative report preparation and data analysis.

3. SUPERVISE THE MEDICAL TEAM

- ▶ S/he is familiar with PUI's Internal Regulations in relation to the mission and ensures these are understood and complied with by technical health and nutrition team.
- ▶ S/he draws up job descriptions for the members of technical health and nutrition team, has them approved by the Deputy Head of Mission for Programs and 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.
- ▶ S/he introduces coordination mechanisms specific to technical health and nutrition team and supports Deputy Health Coordinator in conducting them.
- ▶ S/he identifies training needs for technical health and nutrition team and supplements this through the provision of organisational, methodological and technical support, organising training, etc.
- ▶ S/he draws up an organisation chart for technical health and nutrition team and has it approved by the Deputy Head of Mission for Programs and Head of Mission.
- ▶ S/he supports Deputy Health Coordinator 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)

- ▶ S/he ensures that appropriate procedures and tools are used for the management of the pharmacy, with the technical support of the headquarter Health Advisor and Pharmacist
- ▶ S/he trains Deputy Health Coordinator in forecasting, analysis and follow up of procurement orders for medicines, consumables and medical equipment
- ▶ S/he trains Deputy Health Coordinator on up-to-date budget monitoring for the department for which he/she is responsible on a monthly basis and on analysing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

5. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- ▶ S/he trains Deputy Health Coordinator on gathering information relating to safety and disseminates this on a regular basis or *ad hoc* in the event of an emergency.
- ▶ S/he provides technical inputs for the update of the health policy for national staff

6. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS

- ▶ S/he participates in and/or supervises exploratory missions in conjunction with the Head of mission.
- ▶ S/he provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.
- ▶ Together with Deputy Health Coordinator participates in identifying healthcare needs in conjunction with the project teams.
- ▶ When defining new operations, s/he supports Deputy Health Coordinator in working with the project teams to prepare and draft project proposals for health-related activities.
- ▶ S/he works together with Deputy Health Coordinator on drafting the mission's annual action plan.
- ▶ S/he trains Deputy Health Coordinator on preparation of the log frames, concept notes and proposals' writing
- ▶ S/he ensures a follow-up of the medical context and situation in the country
- ▶ S/he review regularly the medical literature related to the PUI medical strategy in the country

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

- 1- Strengthening HMIS and M&E
- 2- Strengthening pharmacy management and procurement processes
- 3- Monitoring quality of health interventions through use of PUI standard tools

Team Management
Direct supervision: 1 person <ul style="list-style-type: none"> Deputy Health Coordinator
Other relationships
<ul style="list-style-type: none"> Internal: supervised by the Deputy Head of Mission for Programs, collaboration with the Logistic Department and the Finance / Administration Department External: Health stakeholders and MoPH

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Medical degree + Master in Public Health	Minimum 5 years' experience on the design and implementation of health programs in developing countries, with experience in conflict-affected and protracted crisis.
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
LANGUAGES		X
<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

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2200 up to 2530 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 collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : Break every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months