

# JOB DESCRIPTION



## Preliminary Job Information

<b>Job Title</b>	<b>HEALTH COORDINATOR</b>
<b>Reports to</b>	<b>HEAD OF MISSION</b>
<b>Country &amp; Base of posting</b>	<b>UKRAINE – KIEV</b>
<b>Duration of Mission</b>	6 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 civilian 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. PU-AMI 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 in average 180 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PU-AMI is providing assistance to around 4 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe, Caucasus and France.

Since April of 2014, eastern Ukraine has been experiencing significant armed conflict; the Ukrainian Army is being forced to ward off pro-Russian separatist groups. A significant part of the Donetsk and Lugansk Oblasts (regions) are now controlled by separatists, who have declared the independence of two new states, 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.

► In January and February 2015, intense, indiscriminate shelling continues in densely populated areas in different locations along the frontline in eastern Ukraine. As a result of the escalation of armed hostilities, bus stops and public transport, marketplaces, schools and kindergartens, hospitals and residential areas continue to be indiscriminately shelled in clear breach of international humanitarian law.

► As of 2 February, the government reports 978,482 registered IDPs across the country. From mid-April 2014 to 5 February 2015, at least 5,486 people, including 59 children were killed and 12,972 people were wounded.

The situation for IDPs within the Lugansk and Donetsk Oblasts is particularly worrisome. Close to half of these people no longer have access to income and are therefore unable to meet their primary needs.

In the zones controlled by separatists, the humanitarian situation is equally alarming. Separatist authorities are unable to ensure any type of basic public services. For example, health personnel have not received remuneration since July of 2014, and the provision of medical supplies and consumables has been cut off.

### PU-AMI's strategy/position in the country

PU-AMI priority will be improving or restoring equitable access to quality health services for the most vulnerable population in Kostiantynivka and Horlivka cities, located in the Donetsk Oblast. PU-AMI will give priority to primary health care, including reproductive health, and to the continuum of care. PU-AMI will address supply and demand-side barriers, on the one hand, strengthening existing health facilities with procurement of essential medical supply and equipment and with support to the health facilities functioning, and, on the other hand, facilitating access to free medicine for the most vulnerable population.

As vulnerable populations (IDPS and persons living in conflict affected areas) are facing difficulties to access

food and other basic needs. PU-AMI is willing to launch a cash-based intervention in Kostiantynivka supporting conflict affected population in accessing food. In addition, PU-AMI wishes to support the hospital canteens in Horlivka in covering the food needs of vulnerable inpatients.

## History of the mission and current programs

PU-AMI conducted an exploratory mission in the north of Donetsk Oblast in December 2014. Cities of Kostiantynivka (under Ukrainian government control) and Horlivka (under separatist control), have been targeted by PU-AMI. The selection of those cities came after extensive discussions with *MSF and People in Need* who flagged out that despite important needs. PU-AMI assessment mission confirmed the emergency of the humanitarian situation and the need for a rapid intervention in order to address primary needs of people affected by the conflict in this area.

## Configuration of the Mission

<b>BUDGET FORECAST 2015</b>	<b>1,8 MILLION EUROS</b>
<b>BASES</b>	<b>KIEV (COORDINATION), KOSTIANTYNIIVKA (UNDER UKRAINIAN GOVERNMENT CONTROL), HORLIVKA (UNDER SEPARATIST CONTROL).</b>
<b>NUMBER OF EXPATRIATES</b>	5 (forecast)
<b>NUMBER OF NATIONAL STAFF</b>	24 (forecast)
<b>NUMBER OF CURRENT PROJECTS</b>	2 (forecast)
<b>MAIN PARTNERS</b>	ECHO, CDC, French Embassy, WHO, WFP
<b>ACTIVITY SECTORS</b>	Primary Health Care / Food Security & Livelihoods
<b>EXPATRIATE TEAM ON-SITE</b>	Kiev Coordination Office : 5 expatriates (forecast) Kostiantynivka Office and Horlivka Office: 2 expatriates (forecast)

## 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. S/he provides support to programme managers (RDB and RT – field officers) who report to them on the basis of a dotted-line relationship. In addition to the Medical programs, the Health Coordinator will also be requested to support the implementation of WASH and Rehab small scale activities in order to have a coherent integrated multi-sector approach.

### Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with the Head Office technical Department, S/he contributes to the development of new medical and FSL initiatives for the mission. S/he carries out epidemiological monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- ▶ **Programmes:** S/he ensures that medical programme(s) and FSL ones are in line with PU-AMI's technical policies and monitors them for quality and efficacy.
- ▶ **Representation:** S/he represents the association to partners, authorities and local stakeholders involved in implementing medical and FSL programmes.
- ▶ **Human Resources / Training:** S/he supervises the medical and FSL coordination team (PU-AMI employees), provides support to programme managers for recruiting technical staff and supervises technical training activities on the basis of identified needs.
- ▶ **Logistics and Administration:** S/he ensures the activities for which s/he 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. S/he ensures healthcare is provided for expatriate staff involved in the mission.

### Specific objectives and linked activities

#### 1. MONITOR AND UPDATE TECHNICAL STRATEGY

- ▶ S/he contributes to the development of the mission's operational medical and FSL strategy in line with PU-AMI's health / FSL policy and the country's national health policy and the identified needs.
- ▶ S/he submits any proposals for the development of new medical activities in new areas of operation to the Head Office Medical Department. S/he ensures that the medical activities of the mission's programmes comply with PU-AMI's health

<p>policy and operational framework.</p> <ul style="list-style-type: none"> <li>▶ S/he ensures tools and practices across the whole of the mission are harmonised and capitalised in relation to PU-AMI tools and helps to update them in conjunction with the Head Office Technical Department.</li> <li>▶ S/he 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.</li> <li>▶ S/he promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the Head Office technical Department.</li> <li>▶ S/he attends coordination meetings as an active contributor. S/he organises annual reflection and strategic development workshops with the mission's technical staff as necessary.</li> </ul>
<p><b>2. MONITOR THE MISSION'S MEDICAL AND FSL PROGRAMME(S)</b></p> <ul style="list-style-type: none"> <li>▶ S/he provides continuous information to the Head of Mission and project managers on new directions on medical policies at a national level and within PU-AMI.</li> <li>▶ S/he 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.</li> <li>▶ S/he supervises the operation of medical and FSL activities, including project and site visits, monitoring the quality of care, meeting medical and FSL staff and organising meetings and training for the staff.</li> <li>▶ S/he provides technical support for programmes by responding to technical questions, analysing medical strategy and identifying solutions to problems.</li> <li>▶ S/he contributes to adapting implementation and monitoring methods for medical and FSL activities on projects run by the mission.</li> <li>▶ S/he ensures that orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.).</li> <li>▶ S/he 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).</li> </ul>
<p><b>3. SUPERVISE THE MEDICAL and FSL TEAM</b></p> <ul style="list-style-type: none"> <li>▶ S/he is familiar with PU-AMI's Internal Regulations in relation to the mission and ensures these are understood and complied with by his/her team.</li> <li>▶ S/he 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.). S/he participates in the decision to terminate the employment contract of members of his/her team.</li> <li>▶ S/he 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.</li> <li>▶ S/he introduces coordination mechanisms specific to his/her team and organises team supervision.</li> <li>▶ S/he identifies training needs for his/her team and supplements this through the provision of organisational, methodological and technical support, organising training, etc.</li> <li>▶ S/he draws up an organisation chart for his/her team and has it approved by the Head of Mission.</li> <li>▶ S/he participates in defining all medical positions for the mission (recruitment, training, monitoring, setting objectives, support and assessments for local staff).</li> </ul>
<p><b>4. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF MEDICAL and FSL PROGRAMME(S)</b></p> <ul style="list-style-type: none"> <li>▶ S/he participates in analysing orders for medicines, consumables and medical equipment placed by project technical managers.</li> <li>▶ S/he contributes to analysing bids made by suppliers for purchases with stringent technical specifications.</li> <li>▶ S/he 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.</li> <li>▶ S/he ensures up-to-date budget monitoring for the department for which s/he is responsible on a monthly basis and participates in analysing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.</li> </ul>
<p><b>5. REPRESENT PU-AMI TO KEY PLAYERS IN THE HEALTHCARE SECTOR</b></p> <ul style="list-style-type: none"> <li>▶ S/he 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 PU-AMI's principles of neutrality and independence).</li> <li>▶ In the event of a visit by a donor, s/he plays an active role in preparing and managing the visit.</li> </ul>
<p><b>6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE</b></p> <ul style="list-style-type: none"> <li>▶ S/he ensures the safety plan is understood by the team for which s/he is responsible and that safety rules are respected.</li> <li>▶ S/he contributes to gathering information relating to safety in his/her area of operation and disseminates this on a regular basis or <i>ad hoc</i> in the event of an emergency.</li> <li>▶ S/he ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.).</li> <li>▶ S/he participates, as necessary, in managing medical evacuations in conjunction with the Administration and Finance</li> </ul>

Coordinator, Head of Mission and Head Office.
<b>7. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS</b> <ul style="list-style-type: none"> <li>▶ S/he participates in and/or supervises exploratory missions in conjunction with the Head of Mission.</li> <li>▶ S/he provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.</li> <li>▶ S/he participates in identifying healthcare and FSL needs in conjunction with the project teams.</li> <li>▶ When defining new operations, s/he works with the project teams to prepare and draft project proposals for health and FSL-related activities.</li> <li>▶ S/he participates in drafting the mission's annual action plan.</li> </ul>
<b>Focus on 3 priority activities related to the context of the mission</b>
<ul style="list-style-type: none"> <li>▶ Proposal writing</li> <li>▶ Launching operations in Kostiantynivka and Horlivka (Primary health care).</li> <li>▶ Monitoring humanitarian context and update operational strategy</li> </ul>
<b>Team Management</b>
<p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> <li>▶ Direct management:</li> <li>▶ National Staffs : 1</li> <li>▶ National Staffs : 6</li> </ul>

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> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	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, AAP, UN agencies, etc.)</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (please specify)</li> </ul>	X	X Ukrainian , Russian
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (please specify)</li> </ul>	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Ability to work independently, take the initiative and take responsibility</li> <li>▶ Resilience to stress</li> <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>

<b>Proposed terms</b>
<b>Status</b>
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
<b>Compensation</b>
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME</b>: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PU-AMI</li> </ul>
<b>Benefits</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, 24/24 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>