

Preliminary Job Information

Job Title	MEDICAL COORDINATOR
Reports to	DEPUTY HEAD OF MISSION - PROGRAM
Country & Base of posting	LIBYA BASED IN TUNIS (TUNISIA)
Creation/Replacement	Replacement
Duration of Mission	6 months (renewable)
Closing Date	30/06/2022
Application submission Information	Please send your CV, Cover letter and contacts details (IN ENGLISH) to: liby.recruitment@premiere-urgence.org Mention " MEDCO + Your name " on the email application title, before NB: Kindly note that due to the urgency of the vacancy, selection will start before ending date.

General Information on the Mission

The organisation

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, 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 an average of 190 projects per year in the following sectors of intervention: food security, health, nutrition, infrastructure, WASH, and economic recovery. PUI is providing assistance to 5 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France in 2017.

Première Urgence Internationale has been operating in Libya since 2017, particularly in the regions of Benghazi and, from 2019, in Al Kufra, to strengthen the resilience of the most vulnerable populations affected by ongoing crises, improve their access to essential services. The organization's intervention in the country is built upon an integrated approach combining the provision of comprehensive primary healthcare services, psychosocial support, protection assistance, WASH activities, and infrastructure and rehabilitation. Première Urgence Internationale develops public infrastructures' rehabilitation and restoration in areas affected by several years of conflict. Additionally, during the COVID-19 crisis in Libya, the organization adapted its intervention to include Infection Prevention and Control and COVID-19 awareness activities.

To note, due to the administrative context, the majority of the humanitarian intervention in Libya are being managed remotely from Tunis. Frequent travels to Libya are contingent to successful administrative process. The incumbent is expected to travel to Libya to fulfil the scope of this post.

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 development, implementation and evaluation phases.
She/he provides technical support to the health programme team (Deputy Area Coordinator Programs, Project and Activity Managers, Pharmacists) ensuring the smooth implementation of PUI health activities in the country.

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Deputy Head of Mission Program and cooperating closely with the Headquarter - Technical Department. She/he contributes to the development of new medical initiatives for the mission. She/he carries out epidemiological monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- ▶ **Programmes:** She/he ensures that medical programme(s) are in line with PUI's health policy and monitors them for quality and efficiency.
- ▶ **Representation:** She/he represents the mission to partners, authorities and local stakeholders involved in implementing medical programmes.
- ▶ **Human Resources / Training:** She/he participates in the recruitment of the medical team and supervises technically the

medical team.

- ▶ **Logistics and Administration:** She/he ensures the activities she/he is supporting comply with PUI logistical and administrative procedures.
- ▶ **Safety:** She/he contributes to compliance with safety rules within the mission and communicates any safety-related information to the Head of Mission. She/he ensures healthcare is provided for expatriate and national staff involved in the mission.

Specific objectives and linked activities

1. DEVELOP AND MONITOR MISSION'S HEALTH STRATEGY

- ▶ She/he 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.
- ▶ She/he is responsible for the design of needs assessments in close coordination with the field team.
- ▶ She/he submits any proposals for the development of new medical activities in new areas of operation to her/his line manager and the Headquarter - Medical/ technical Department.
- ▶ She/he ensures that the medical activities of the mission's programmes comply with PUI's health policy and operational framework.
- ▶ She/he ensures tools and practices across the whole mission are harmonised and capitalised in relation to PUI tools and helps to update them in conjunction with the Headquarter - Technical Department. She/he is responsible for the development of external health-related trainings for health staff (e.g. DHS staff, CSOs).
- ▶ She/he ensures that epidemiological data, medical protocols, national health policy and assistance programmes from key players in the health sector (WHO, UNICEF, UNFPA, etc.) are shared and analysed in conjunction with the Headquarter - Medical Department.
- ▶ She/he attends external coordination meetings as an active contributor. She/he organises annual reflection and strategic development workshops with the mission's medical staff as necessary.

2. MONITOR THE MISSION'S MEDICAL PROGRAMME(S)

- ▶ She/he provides continuous information to the DHoM program and project managers on new directions on medical policies at a national level and within PUI.
- ▶ She/he revises and provides feedback on the Project Monitoring Tool (PMT) monthly.
- ▶ She/he ensures reports on medical activities, in particular in relation to epidemiological data, consumption of medical supplies, and that indicators and results of the mission's medical programmes are monitored and analysed.
- ▶ She/he supervises the - medical activities, including project and site visits, monitoring the quality of care, meeting medical staff and organising meetings and trainings for medical staff.
- ▶ She/he provides technical support for programmes by responding to technical questions, analysing medical strategy and identifying solutions to problems.
- ▶ She/he contributes to adapting implementation and monitoring methods for medical activities on projects ran by the mission.
- ▶ She/he contributes to the development of the projects MEAL plan and tools (e.g. patients satisfaction surveys, projects' baseline/endline, KAP surveys among others) to monitor and evaluate health activities and analyse findings, in coordination with the MEAL department
- ▶ She/he ensures that orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.).
- ▶ She/he communicates internal and external reports to the DHoM Program and Headquarter - Technical Department in line with internal approval timescales (situation report) and external contractual deadlines (project reports).

3. PROVIDE TECHNICAL SUPPORT TO THE MEDICAL TEAM

- ▶ She/he is the technical supervisor of the health project managers, activities managers and pharmacists at mission level.
- ▶ She/he designs job descriptions of technical positions.
- ▶ She/he potentially contributes to department meetings and participates in definition priorities and activity schedules.
- ▶ She/he is involved in the recruiting of the members of medical team and participates in the end of contract process for positions under his/her technical area.
- ▶ He/She ensures the continued training of the local medical team (organizational, methodological and potentially technical support), participates in the identification of training needs and recommends training action internally or externally.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANANCIAL MONITORING OF MEDICAL PROGRAMME(S)

- ▶ She/he participates in analysing and validating orders for medicines, consumables and medical equipment placed by project technical managers.
- ▶ She/he contributes to analysing bids made by suppliers for purchases with stringent technical specifications.
- ▶ She/he contributes to up-to-date budget monitoring for the health on a monthly basis and participates in analysing, identifying any discrepancies and proposing adjustments to the mission.

5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE SECTOR

- ▶ She/he represents the organization to key national and local players (health sector, NGOs, health authorities and institutional stakeholders) involved in implementing medical programmes and ensures good relationships are maintained with each of them.
- ▶ In the event of a visit by a donor, she/he plays an active role in preparing and managing the visit.

6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE <ul style="list-style-type: none"> ▶ She/he contributes to gathering information relating to safety in the mission's area of operation and disseminates this on a regular basis or <i>ad hoc</i> in the event of an emergency. ▶ She/he ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.). ▶ She/he 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 <ul style="list-style-type: none"> ▶ He/She provides analysis 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.
Focus on priority activities
<ul style="list-style-type: none"> ▶ Provide daily technical support to the ongoing medical projects ▶ Contribute to the development of new proposals ▶ Ensure reports on medical activities ▶ Supervise the mission drug management and medical procurement
<i>NB: This job description may be subject to modifications in the future, depending on the evolution of the activities. These modifications will then be defined and discussed between the Collaborator and PUI</i>
Team Management
Number of people to manage and their position: None

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
EDUCATION / TRAINING	Registered Medical Doctor Previous experience with PUI and/or other INGOs	Public health Master Project management experience
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	X X X	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good written communication skills ▶ Knowledge of project management 	▶ Knowledge of procedures of institutional donors OFDA, ECHO, UN agencies, etc.)
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	X	X Arabic
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 characteristic ▶ Availability to travel frequently to Libya 		
Other		

- ▶ Experience of working in Middle East or in similar epidemiologic situation with important prevalence of Non Communicable Diseases would be an asset
- ▶ Experience of working in emergency context and through remote management mechanism would be an asset
- ▶ Basic knowledge of Mental Health and Psychosocial Support would be an asset

Conditions

Status

EMPLOYED with a Fixed-Term Contract of 6 months, renewable

Compensation

MONTHLY GROSS INCOME: starting 5000 TND (upon experience)

MONTHLY TRANSPORTATION ALLOWANCE: 200,000 TND

Benefits

- ▶ **HEALTH INSURANCE: ALLIANZ** medical coverage and complementary healthcare
- ▶ **HOUSING:** Not covered
- ▶ **PAID LEAVES POLICY:** 24 days per year (2 days per month)

PUI is an equal opportunity employer. PUI is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.