

Preliminary Job Information

Job Title	HEALTH COORDINATOR
Hierarchical link	DEPUTY HEAD OF MISSION FOR PROGRAMS
Functional link	HQ HEALTH ADVISOR
Application submission information	<p>Interested candidates should submit their applications by EMAIL ONLY with the subject: EC + your FULL NAME to recruitment@premiere-urgence-lby.org, with letter of motivation and CV.</p> <p>Applications not respecting these instructions may not be considered.</p>

General Information

The organization

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, on average, 190 projects each year in the following sectors of intervention: protection, 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 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

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.

In the aftermath of the flooding caused by Storm Daniel in the Eastern part of Libya, PUI is intervening to support affected population providing WASH, Health and MHPSS support in close coordination with other partners on the ground.

Job Description

Overall Objective

The Health Coordinator is responsible for the development and implementation of the mission's operational Health strategy as well as for the quality of current and future Health programmes throughout the design, implementation, monitoring and evaluation phases. S/he builds the capacity of the mission's Health department and provides technical support to the project teams and in particular to the Health Project Managers via a functional relationship. S/he represents PUI to the authorities, humanitarian actors and donors within the Health sector.

Tasks and responsibilities

Context analysis / Strategy / Development : S/he participates in the development of the operational strategy in Health and contributes to the design of new relevant Health interventions on the mission based on the identified Health needs in the country, and in line with PUI's Health policy and intervention framework. In coordination with the Health team, s/he carries out epidemiological monitoring for the country and analyses strengths and weaknesses from a public health perspective.

Programmes quality: S/he provides technical support in his/her field of expertise to the programme teams, in particular to the Health Programme Managers, and ensures the quality and effectiveness of the mission's Health programmes.

Representation / Coordination: S/he ensures PUI's external representation for the Health sector to partners, donors, national authorities and local actors. S/he represents PUI in the Health Cluster / Health sector coordination group meetings. S/he contributes to the good information sharing within the Health sector.

Human Resources / Training: S/he provides technical support to the project teams and in particular to the Health teams. S/he provides support to the project managers for the recruitment of technical staff in Health. Working alongside the Head of Mission (HoM) and/or the Deputy HoM for Programs and the HQ Health Advisor, s/he identifies key strengths, weaknesses, opportunities and gaps within Health department. S/he supervises the content of Health training and the quality of Health activities on the basis of identified needs.

Logistics and Administration: S/he ensures the teams under his/her responsibility follow logistic and administrative procedures and keeps the logistic and administrative departments informed of any relevant developments.

Security: S/he contributes to the compliance with security rules on the mission and shares all information related to security with his/her line manager and/or to the mission's security manager. S/he contributes when necessary to the choice of referral options for the health care of the mission's expatriates.

Specific objectives and linked activities

1. PARTICIPATE IN THE ANALYSIS OF HEALTH CONTEXT AND NEEDS, IN THE DEFINITION OF THE HEALTH STRATEGY AND THE DESIGN OF NEW HEALTH INTERVENTIONS

S/he ensures the monitoring and analysis of national Health policies, medical protocols, epidemiological data and Health assistance programmes from key Health actors in the country (WHO, UNICEF, UNFPA, UNAIDS, NGOs etc.).

S/he provides continuous information to his/her line manager, the coordination team and the project teams, especially the Health team, on current and emerging Health policies, guidelines and protocols at the national level and within PUI.

S/he monitors the evolution of humanitarian Health needs in the country of intervention in coordination with the project teams harnessing information provided by the Health/Nutrition clusters or national Health coordination group.

According to his/her analysis of the Health sector, s/he suggests needs assessments to his/her line manager.

S/he participates in the identification of Health needs in collaboration with the project and MEAL teams, particularly through the integration of Health in needs assessment.

S/he participates in the definition of terms of reference and, if necessary, in collaboration with the other sectors of intervention carries out multisectorial needs assessments, the results of which s/he analyses to build a base for the Health intervention strategy.

If necessary, s/he adapts and/or develops data collection tools to be used for Health needs assessments, with the support of the Health Advisor from headquarters (HQ).

In collaboration with HQ Health Advisor, s/he participates in the development of the mission's operational strategy, in particular for the Health sector, in synergy with the other related sectors (MHPSS, WaSH, FNSL, Protection etc.) and in line with PUI's Health policy and intervention framework and national Health policies.

S/he participates in the facilitation of annual strategy workshops with the mission's Health team, from which s/he formulates recommendations / suggestions for the Health department.

Based on the needs analysis and the mission's Health strategy, s/he suggests new Health interventions in line with PUI's Health policy and intervention framework whilst encouraging an integrated multisectoral approach, with the support of the HQ Health Advisor.

When developing new Health interventions, s/he actively participates in the design of Health activities by ensuring their technical relevance, contributes to the writing of new project proposals for the Health component, makes recommendations on the budget, human resources, logistics and timeframe needed for implementation, and identifies quantitative and qualitative performance indicators.

When designing new Health interventions, s/he ensures the quality of the interventions by taking into account protection mainstreaming principles and other crosscutting topics such as gender and environmental issues.

2. MONITOR AND IMPROVE THE QUALITY OF THE HEALTH PROGRAMMES

S/he supervises the implementation of Health programmes from a technical perspective and ensures that Health activities are in line with PUI's Health policy and intervention framework.

S/he provides technical support to the Health teams by responding to technical questions (definition of activities, technical choices, implementation timeframe, quality control, etc.), and identifying solutions to problems.

S/he participates in the adaptation of technical implementation modalities, SOPs, technical guidelines and other framework documents used in Health activities, with the support of the HQ Health Advisor.

If necessary, s/he contributes to the design and adaptation of tools for the Health activities.

S/he makes regular technical field visits and conducts supervisions to monitor implementation and improve the quality of Health activities.

S/he promotes coordination between the different sectors and technical departments in the field (operational meetings, reports, etc.) and ensures an efficient flow of information between the Health teams and the other technical departments to foster optimal implementation of the integrated approach.

In collaboration with his/her line manager, the MEAL (Monitoring, Evaluation, Accountability, Learning) department, and consortium partners if necessary, s/he participates in the design and adaptation of monitoring tools for Health activities, as well as monitoring plans for each project in order to meet quality and donor requirements, and to measure the impact of the Health activities (quantitative and qualitative).

In collaboration with the MEAL department if relevant, s/he ensures that the monitoring of programmes with a Health component is carried out and validates the monthly PMT.

S/he alerts his/her line manager in the event that delays in project implementation are identified and suggests adjustments (in terms of activities, area of intervention, targets, budget, implementation timeframe, etc.).

If relevant and depending on programmes, s/he suggests technical evaluations of Health programmes, participates in the definition of the terms of reference and participates if necessary in the evaluations, the results of which s/he analyses to feed into the intervention strategy.

In coordination with the MEAL department if relevant and the Health teams, s/he participates in the internal knowledge building strategy for Health interventions. S/he ensures the harmonization and capitalization of tools and practices on Health projects on the mission in correlation with PUI tools, and participates in the updating of the latter in collaboration with the HQ Technical Department (TD).

S/he encourages the experiences and knowledge sharing within the Health teams and actively contributes to the knowledge building for the Health sector at mission level.

If relevant, s/he encourages the production of research questions, assists in the development of research protocols, and supports the implementation of action research on the mission in collaboration with HQ TD and external collaborators.

If relevant, s/he promotes the production of research and capitalization documents relating to the mission where appropriate, in collaboration with the HQ Health Advisor.

In collaboration with other departments and sectors of intervention, s/he ensures that the principles of protection mainstreaming and the cross-cutting issues of gender and environment are taken into account in Health programmes.

S/he ensures that the project/s, methodology, selection criteria do not harm the beneficiaries, PUI teams or any other person. S/he immediately alerts his/her line manager in case teams or beneficiaries are put at risk of harm.

3. ENSURE THE EXTERNAL REPRESENTATION AND SECTORAL COORDINATION OF PUI FOR THE HEALTH SECTOR

S/he represents PUI to the national authorities, key humanitarian and development actors (INGOs/LNGOs/CSOs) and donors involved in the Health sector, and ensures that good relationships are maintained with each of them in line with PUI's principles.

S/he actively participates in coordination meetings (cluster or others) and technical working groups in the Health sector at national level.

S/he ensures and coordinates with the Health teams the sectoral representation of PUI for the Health sector to relevant partners and different local authorities.

In the event of a donor visit, s/he plays an active role in preparing and managing the visit.

S/he participates in PUI coordination meetings and is an active member.

S/he participates in the drafting, validates and transmits the internal reports / Sitrep on his/her technical field in Health to his/her line manager and to the HQ Health Advisor. S/he ensures the follow-up and analysis of Health activity reports, notably on epidemiological data, consumption of medical supplies, indicators and results of the mission's Health programmes.

S/he participates in the drafting, validates and transmits the Health technical parts of external reports to his/her line manager and to the HQ Health Advisor respecting timeframe and external contractual deadlines (donor reports).

S/he collaborates with the different departments and technical sectors of the coordination team and ensures an efficient flow of information between the Health teams and the other technical departments for a better implementation of the integrated approach.

4. SUPERVISE THE HEALTH TEAM

S/he provides a functional technical support to the project managers for Health activities of the mission. S/he sets up technical coordination mechanisms and organizes technical supervision of the mission's Health team.

S/he participates in the definition of the organizational chart for the Health team and has it validated by the HR department, the field coordinator(s) and his/her line manager.

S/he supports in the definition of all the job descriptions (JDs) of the mission's Health team, including the definition of the JDs for the expatriate and national Health Project Managers.

S/he provides an active technical support to the Project Managers for the recruitment of senior national technical profiles in Health (definition of Job Descriptions, tests, recruitment interview grids).

Within his/her team, s/he ensures that each person benefits from an appraisal in writing at least once per contract or per year, and at least before s/he leaves his/her position. S/he may be asked by his/her line manager to contribute to the appraisal on technical issues for Health Project Managers.

If necessary, s/he participates in the decision to terminate the employment contract of a person in the Health team in collaboration with HR department, the Project Manager, the Field Coordinator.

S/he is familiar with PUI's Internal Regulations, institutional policies and internal processes on the mission and ensures that his/her team understand and respect them.

S/he identifies with the Project Managers the training needs for mission's staff for the Health sector and accordingly plans organizational, methodological and technical support, etc.

S/he supervises the organization of external technical training activities and pilots and facilitates internal technical training modules for the Health sector in his/her field of expertise.

If necessary, s/he reviews individual action plans and capacity building plans of the Health team members.

5. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF HEALTH PROGRAMMES

S/he ensures with the Health teams that the logistical needs for Health programmes are met, according to minimum standards and PUI's recommendations (dedicated and adapted space available for Health interventions, relevant medicines, consumables and medical equipment available, PUI pharmacy management guidelines respected, etc.).

S/he ensures the relevance of medical orders and participates in the needs estimation of medicines, consumables or medical equipment in relation to the Health programmes' requirements, and in compliance with PUI's internal procedures for medical purchases, and using dedicated PUI tools (pharmacy catalogue, sagastock, needs estimates file, Medical Purchase Request etc.). S/he is responsible for their anticipation.

S/he contributes to analyzing bids made by suppliers for purchases with stringent technical specifications.

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.

S/he ensures up-to-date budget monitoring for the Health department on a monthly basis and participates in analyzing and identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

6. ENSURE SECURITY OF PEOPLE AND GOODS

S/he ensures that the security plan is understood by his/her team and that security rules are respected.

S/he contributes to the gathering of security related information and disseminates it to his/her line manager and/or the security focal point on a regular basis or ad-hoc in case of emergency.

S/he ensures that the medical teams have the appropriate safety equipment for their activities (e.g. PEP kits, PPE etc.).

S/he contributes when necessary and according to his/her technical capacities in the choice of referral options for the health care of the mission's expatriates.

S/he participates, if necessary, in managing medical evacuations in coordination with the HR department, the Head of Mission and the headquarters.

Required Profile

Required knowledge and skills

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TRAINING	Medical training OR Paramedic training + Public health OR Medical intern	5 years post-secondary education in Pharmacy Further relevant training such as Masters in Public Health, Diploma in Tropical Medicine and Hygiene, Masters in humanitarian cooperation etc. Project management

PROFESSIONAL EXPERIENCES	Humanitarian: previous experience with NGOs Technical: management of Health related projects	▶ Experience in the design and implementation of health programs with experience working in conflict-affected, security volatile settings
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KNOWLEDGE AND SKILLS	Good written communication skills Strong Knowledge of MEAL methodology and the project cycle Good capacity building skills Excellent planning and anticipation	▶ Knowledge of institutional donors' technical procedures and requirements
LANGUAGES	English	Arabic French
SOFTWARE	▶ Strong computer skills, including ability to operate Pack office (Microsoft Word, Excel etc.)	Sagastock Database management software, Statistical packages GIS
Miscellaneous		Entitled to work in Libya
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<p>Strong commitment in humanitarian principles Ability to work independently while taking initiatives and showing a sense of responsibility Ability to withstand pressure Ability to organize and manage priorities, to prioritize a heavy workload and to delegate accordingly Good analytical skills, rationality and logic Good brainstorming and trouble-shooting skills Problem solving and leadership skills Excellent communication skills Ability to provide/structure instructions clearly and concisely both orally and in writing A high sense of discretion and integrity when dealing with sensitive information Ability to work and manage professionally and with maturity, ability to build successful working relationships Sense of diplomacy, openness of spirit, curiosity Self-motivated, flexible and adaptable to the needs of the team and organization Team player: proven management ability and inter-personal skills Strong commitment to support/develop capacity of national staff and developing second layer of leadership Ability to integrate the local environment into operations, in its political, economic and historical Ability to live in a large community Ability to work in volatile and secluded contexts</p>		

PUI's capacity to ensure the protection of and assistance to migrants, refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation PUI's values and Code of Conduct, Child Protection Policy, and prevention of sexual exploitation, abuse and harassment.

PUI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

PUI conducts thorough and comprehensive background checks and reference checks as part of the recruitment process.

Any non-respect of rules and responsibilities mentioned above in the Job Description, might be assimilated to a professional fault and could lead to any kind of sanction.

PUI is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.