



NIGERIA - Medical Activity Manager (M/F)

THE ALIMA ASSOCIATION

ALIMA's aim since its creation in 2009 is to provide a high standard of healthcare in situations of emergency or medical disaster and to improve the practice of humanitarian medicine by developing innovative projects associated with medical research.

By joining us, you will integrate a young and dynamic organization and contribute to its associative development as well as its operational impact on the field. As Head of Mission, you will have the opportunity to manage challenging and innovative medical programs in the line of ALIMA's values and objectives while bringing your humanitarian experience.

Since its creation, the association and its partners have successfully developed in line with the increase in humanitarian medical needs, especially in Western and Central Africa: 650,000 patients treated in 2015 including over 48,000 hospitalizations, new governance between the partners of the medical NGO platform in the Sahel, new innovative approaches and operational research projects. With operations in nine countries, 17 projects + 7 research projects, over 1,300 employees and a budget of €35 million in 2016, ALIMA is a dynamic NGO, effectively deploying medical aid for the most vulnerable.

CONTEXT

ALIMA supports two health and nutrition projects in Borno State, in Monguno and Maiduguri.

Following a United Nations alert in May about the dire situation of people displaced by conflict in northeastern Nigeria, ALIMA conducted an exploratory mission in Monguno, a city in Borno State where more than 100,000 displaced people are seeking refuge. Working alongside the Ministry of Health, ALIMA vaccinated children against measles. ALIMA found that more than 40% of children were suffering from acute malnutrition, 13 % of whom were suffering from severe acute malnutrition and at a high risk of death. Faced with this major emergency, ALIMA deployed additional resources and has now opened 5 clinics to provide urgent medical care to displaced people in Monguno. ALIMA teams on the field are providing over 1,000 medical consultations per day, a figure that reveals how alarming the health situation is and the lack of other actors in Monguno, since ALIMA is the only INGO to cover health and nutrition at the moment for over 150,000 people, all the more that internally displaced people are continuing to arrive in Monguno every day.

Maiduguri, the capital of Borno State, has seen its population more than double with the influx of people displaced from other areas of the state. Especially in Muna where about 50 000 IDP moved into the Muna Garage camp and all around, the bad sanitarian, medical and nutritional situation has to be addressed. ALIMA is opening a clinic by the end of August, and already provide general consultations for children and adults. Malnutrition cases are managed by the teams, but a larger screening would show how numerous they really are. ALIMA plans to enlarge its activities to provision of services for pregnant women and capacity to take in charge victims of sexual violences.

ALIMA's teams in Nigeria represent 15 expatriates, and planned to reach 17 by beginning of September: 10 and soon 11 in Maiduguri/Muna, and 5 soon 6 in Monguno.

POST TYPOLOGY

Mission Location: Nigeria, Monguno (Borno State)

MISSION AND MAIN ACTIVITIES

The Medical Activity Manager (MAM) ensures the proper functioning of the medical activities under his/her responsibility, defining and implementing ALIMA's policies, protocols and procedures, and guaranteeing the quality of healthcare in order to improve health conditions of the target population.

The Medical Activity Manager (MAM) reports directly to the Project Coordinator. He/She:

- Coordinates, assess and supervises the proper functioning of the medical, according to ALIMA protocols and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Checks all administrative procedures related to patients' follow-up (individual card filling, registers, paper exit, discharge, transfers...) are correctly carried out according to ALIMA procedures.
- Prepares the medical orders needed to implement the medical activities under his/her responsibility, and identifies non-medical support needs (material, infrastructure, transport, etc.), reporting them to the line manager.
- Plans and supervises, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff of the activity in order to ensure both the sizing and the amount of knowledge required, and to improve people capabilities.
- Coordinates and monitors the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...). Replaces a doctor if necessary and participates by taking shifts. Supervises an efficient management of the ALIMA field pharmacy and medical equipment, in conjunction with the Logistics area, and monitor consumption follow-up and preparation of drug orders to avoid stock shortages and provide drugs at all circumstances; also considers program directions and protocol changes.
- Coordinates, supervises and gives support to the medical team members' performance to improve the medical components of the project and ensures compliance with ALIMA protocols and standards as well as MoH (Ministry of Health) protocols
- Ensures an efficient pharmacy and medical equipment management and monitors the rational use of them.
- Participates in the programs / project follow-up, supervises and ensures that medical activities objectives under his/her responsibility are achieved and report to the technical referent any problem arising in the service.
- Participates in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.) and definition of annual planning, budget for the project
- Report to the Medical Coordinator all medical issues concerning his/her field.
- Implements the health policy for international and national staff; provides all prophylactic and preventive necessary measures, structures and emergency plans; manages any medical evacuation in order to ensure ALIMA staff health.

- Identify needs and organize training of the medical staff of the project.
- Etc.

EXPERIENCE AND SKILLS

- Essential Medical Doctor Degree.
- Essential minimum 2 years experiences as a medical doctor in medical activities related jobs.
- Desirable working experience with International medical NGO in developing countries.
- Working experience at management positions is essential.
- Working experience in nutritional projects is an asset.
- Desirable: Experience in tropical medicine, or post-registration experience in Public Health, obs and gynae, paediatrics, A&E, infectious diseases, HIV/AIDS/STDs, TB, general practice, general medicine or minor surgery.
- **English Speaking, reading and writing, mandatory.** French is an asset.
- Essential computer literacy (word, excel, internet)
- Negotiation skills
- Strong interpersonal skills, team work

CONDITIONS

Contract term: contract under French law, contract length: 3 months, renewable.

Salary: depending on experience + per diem

ALIMA pays for:

- travel costs between the expatriate's country of origin and the mission location
- accommodation costs
- medical cover from the first day of the contract to a month after the date of departure from the mission country for the employee
- evacuation of the employee

Documents to be sent: To apply, please send your CV and covering letter to candidature@alima.ngo with the reference "Medical Activity Manager - Nigeria" in the subject line.