

Preliminary Job Information

Job Title	HEALTH AND NUTRITION COORDINATOR
Country & Base of posting	SANA'A – YEMEN (WITH MOVEMENTS TO HODEIDAH, RAYMAH, TAIZ)
Reports to	HEAD OF MISSION
Creation/Replacement	REPLACEMENT
Duration of Mission	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 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 in average 190 projects by year in the following sectors of intervention: 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 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The conflict in Yemen started in 2014 with an internal political crisis which, later on, degenerated into an open war between northern-based Houthi Movement, allied to former President Saleh, and forces loyal to the official government, led by President Abdrabbuh Mansour Hadi. In March 2015, violence escalated when a Saudi-led coalition launched military operations to restore the official government and stop the Houthi-Saleh alliance, who already controlled Sana'a and advanced on Aden. The Saudi intervention led to a stalemate in which the country largely remains as per now. The war also escalated on the economic front as the Saudi-led coalition declared a blockade on large portions of the country still controlled by the Houthis. The fragmentation of power deepened in the end of 2017 and beginning of 2018, when the Houthi-Saleh alliance blew up, two months before the collapse of Aden's fragile balance between Hadi's supporters and Southern independentist forces. During that period, anti-Houthi forces secured territorial gains in south-western Al-Jawf, southern Al-Hudaydah and eastern Al-Bayda which, while far from rapid, were notably quicker than their previous pace. The main battlefield of the Yemen war is now the city and harbour of Hodeidah.

The conflict has led to devastating consequences for a population already highly vulnerable. Before the civil war erupted, Yemen was already enduring a humanitarian crisis with 15.9 million people in need of humanitarian assistance, recording one of the highest rates of malnutrition in the world. The intervention of the Saudi-led coalition in March 2015 translated into a severe aggravation of the humanitarian context. The disruption of the commercial and humanitarian imports, the displacement of populations, the disrupted market system, the loss of livelihoods and incomes, the damage on the private and public infrastructures, and the general destabilization of the public system contributed to widespread food insecurity, malnutrition and a serious lack of access to health. With the lift of the blockade by Saudi Arabia in December 2017, a return to the pre-blockade prices and imports was expected at the beginning of 2018. However, activities of Al Hodeidah and Salif ports have not been back to normal, and staple foods' and fuel prices remain volatile. Besides, displacement of populations continues to be a collateral damage of the conflict, as up to 16 000 households have been displaced since December 2017 in or near Hodeidah, Taizz, Ibb, and Lahj governorates.

As a result, an estimated 22.2 million people in Yemen need some kind of humanitarian or protection assistance, including 11.3 million who are in acute need. 17.8 million people are food insecure at national level, of which 8.4 are severely food insecure. Among these, some 1.8 million children and 1.1 million Pregnant or Lactating Women (PLW) are acutely malnourished, including 400,000 Children under 5 years-old (CU5) suffering from Severe Acute Malnutrition (SAM). With only 50 per cent of health facilities fully functional, and a disruption of health personnel's salaries, 16.4 million people in Yemen require assistance to ensure adequate access to healthcare – 9.3 million of whom are in acute need. An estimated 16 million Yemenis need humanitarian assistance to establish or maintain access to safe water, basic sanitation and hygiene facilities. Collapsing urban water and sanitation systems, deteriorating water and sanitation conditions in rural areas, and lack of means to maintain personal hygiene and purchase safe drinking water all contributed to one of the worst cholera outbreaks in the world. Finally, the increasing difficulties of food supply in the country and, more importantly, the ongoing collapse of the riyal, which severely impacts the price of basic commodities, raise the possibility of a large scale problem of access to food in Yemen in the coming months.

PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

Since the beginning of the current crisis in 2014, PUI has progressively developed a core field of intervention based on an integrated approach in order to contribute to tackle one of the main issues faced by the conflict affected population in Yemen: acute malnutrition and access to health care. This integrated approach currently includes:

- The direct provision or the support to **Primary Health Care (PHC) services**, including Integrated Management of Childhood Illness (IMCI), Sexual and reproductive Health care (SRH) Antenatal and Postnatal Care (ANC & PNC), Vaccination, Health and hygiene Promotion.
- The management of Outpatient Therapeutic Programs (OTP) and Supplementary Feeding Programs (SFP) for Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases.
- The support to **standard safe Water, Sanitation and Hygiene services in Health facilities**
- The management of General Food Aid and the distribution of Food Baskets for households with SAM cases.

Since May 2017 PU-AMI is also a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and Cholera Treatment Centre when needed, and as a partner of an early warning system.

In 2018, PUI continues to concentrate its intervention in 6 districts of Hodeida and 3 districts of Raymah and plans, in addition to the above activities, to reinforce the local Healthcare system through the intensive rehabilitation of HF's and the support to the medical referral system. The evolution of the military situation on the ground has forced PUI's team to be relocated from its office in Hodeida city during the bulk of the recent period, but the activities themselves, being implemented in districts out of the frontlines, have continued without interruption.

As a part of its 2019 strategy, PUI also plans to extend its activity in the parts of the country currently controlled by the Internationally Recognized Government (IRG) of Yemen. The area of al Mokha, in Taiz Governorate, has been the subject of an assessment in this perspective in November-December 2019. So far, two health facilities have been identified has potential targets for a new program developed in this area. The opening of the Mokha base is planned for the first months of 2019.

PUI is also positioning itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (Ministry of Plan, Ministry of Health) both at central level in Sana'a and at local level in Hodeidah and Raymah. The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

Configuration of the Mission

BUDGET FORECAST 2019	6 000 000 EUR
BASES	Coordination: Sana'a Operations: Hodeida; Bajjel; in project: Mokha
NUMBER OF EXPATRIATES	10
NUMBER OF NATIONAL STAFF	90
NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	ECHO, OCHA/YHF, OFDA, CDC, CIAA, WAHA, WHO
ACTIVITY SECTORS	Nutrition, Health, Food Security, WaSH, Emergency Response
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: HoM, Deputy Head of Mission for Programs, Logistics Coordinator, Medical Coordinator, Admin Coordinator, Grants and Reporting Officer Expatriates in Hodeidah: Field Co, Deputy Field Co for Programs, Base Log and Base Admin

Job Description

Overall objective

The Health and Nutrition Coordinator (HNC) is responsible for the success of the mission's health and nutrition strategy and for the quality of current and future health and nutrition programmes at the planning, implementation and evaluation phases. He/she will support in providing leadership, strategic vision and technical support to all aspects of the health and nutrition programmes in Yemen. The HNC will contribute to the identification of programmatic priorities through needs assessment, the design and direction for health programming in Yemen, as well as any other areas where needs are identified. In addition, the HNC will ensure that the health and nutrition program are implemented in accordance with international protocols, guidelines and best practices, providing support to programme managers and directly to national medical staff. He/she will promote quality of care in all PUI health and nutrition services. The HNC will be an active member of the Country Coordination team, attending meetings and working with senior managers to steer the health and nutrition programmes in country, as well as representing PUI at national level clusters, to donors and other interested parties.

Tasks and Responsibilities

- Strategy:** Working alongside the coordination team, he/she contributes to the development of new health and nutrition initiatives for the mission. He/She carries out epidemiological monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- Programmes:** He/She ensures that health and nutrition programme(s) are in line with PUI's health policy and monitors them for quality and efficacy.
- Representation:** He/She represents the organisation to partners, authorities and local stakeholders involved in implementing medical and nutrition programmes, particularly at national level.
- Human Resources / Training:** He/She supports the health and nutrition teams (PUI employees), provides support to programme managers for recruiting technical staff and supervises technical training activities on the basis of identified needs.
- Logistics and Administration:** He/She ensures the activities for which he/she is responsible comply with logistical and administrative procedures.
- Safety:** He/She contributes to compliance with safety rules within the mission and communicates any safety-related information to the Head of Mission.

Specific Goals and Related Activities

1. MONITOR AND UPDATE HEALTH STRATEGY

- He/She contributes to the development of the mission's operational health and nutrition strategy in line with PUI's health policy and the country's national health policy.
- He/She contributes to all proposals for the development of new health and nutrition activities in new areas of operation in collaboration with the HQ health advisor. He/She ensures that the health activities of the mission's programmes comply with PUI's health policy and operational framework.
- He/She ensures 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 HQ health advisor.
- He/She ensures that epidemiological data, medical protocols, national health policy and assistance programmes from key players in the healthcare sector (WHO, UNICEF, MOPHP etc.) for the country are monitored and analysed in conjunction with the HQ health advisor.
- He/She attends coordination meetings as an active contributor. He/She organises annual reflection and strategic development workshops with the mission's health and nutrition staff as necessary.

2. MONITOR THE MISSION'S HEALTH AND NUTRITION PROGRAMME(S)

- He/She provides continuous information to the Head of Mission, the coordination team and project managers on new directions on health and nutrition policies at a national level and within PUI.
- He/She ensures reports on health and nutrition activities, in particular in relation to epidemiological data, consumption of medical supplies, indicators and results of the mission's health programmes are monitored and analysed.
- He/She supervises the operation of health and nutrition activities, including project and site visits, monitoring the quality of care, meeting medical and nutrition staff and organising meetings and training for medical staff.
- He/She provides technical support for programmes by responding to technical questions, analysing health and nutrition strategy and identifying solutions to problems.
- He/She contributes to adapting implementation and monitoring methods for health and nutrition activities on projects run by the mission.
- He/She ensures that orders for medical equipment, medicines and consumables are appropriate to programme requirements and local constraints (country certification, health monitoring, etc.).
- He/She communicates internal and external reports to the Head of Mission and HQ health advisor in line with internal approval timescales (situation report) and external contractual deadlines (project reports).
- He/She participates in the design and implementation of emergency responses (cholera outbreaks, natural disasters etc.).

3. SUPERVISE THE HEALTH AND NUTRITION TEAM

- He/She is familiar with PUI's Internal Regulations in relation to the mission and ensures these are understood and complied with by his/her team.
- He/She draws up job descriptions for the members of the health and nutrition teams, and plays an active role in recruitment (interviews, tests, etc.), as well as the induction and follow up training. He/She participates in the decision to terminate the employment contract of members of the teams in conjunction with the relevant PM and Field Co.
- He/She introduces coordination mechanisms specific to his/her team and organises team supervision.
- He/She identifies training needs the health staff and supplements this through the provision of organisational, methodological and technical support, organising training, etc.
- He/She participates in defining all health and nutrition positions for the mission (recruitment, training, monitoring, setting objectives, support and assessments for local staff) in conjunction with the relevant PM and Field Co.

4. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF HEALTH AND NUTRITION PROGRAMME(S)

- He/She participates in analysing orders for medicines, consumables and medical equipment placed by project technical managers.
- He/She participates in supporting the Logistics team to prepare medical documentation for Customs (international shipments).
- He/She contributes to analysing bids made by suppliers for purchases with stringent technical specifications.
- He/She 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.
- He/She ensures up-to-date budget monitoring for the department for which he/she is responsible on a monthly basis and participates in analysing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

5. REPRESENT PUI TO KEY PLAYERS IN THE HEALTHCARE AND NUTRITION SECTOR

- He/She represents the association to key national and local players (Clusters, NGOs, health authorities and institutional stakeholders) involved in implementing medical and nutrition programmes and ensures good relationships are maintained with each of them (ensuring compliance with PUI's principles of neutrality and independence).
- In the event of a visit by a donor, he/she plays an active role in preparing and managing the visit

6. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- He/She ensures the safety plan is understood by the team for which he/she is responsible and that safety rules are respected.
- He/She contributes to gathering information relating to safety in his/her area of operation and disseminates this on a regular basis or *ad hoc* in the event of an emergency.
- He/She ensures that the medical teams have access to safety equipment appropriate to their activities (e.g. PEP kits, gloves, etc.).
- He/She 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

- He/She participates in and/or supervises exploratory missions in conjunction with the Program Coordinator/Head of Mission.
- He/She provides monitoring of the healthcare coverage provided by health authorities and NGOs in the country.
- He/She participates in identifying healthcare and nutrition 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 and nutrition related activities.
- He/She participates in drafting the mission's annual action plan.

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

- 1) Evaluate, monitor and support the needed increase in **quality of the health and nutrition interventions** in collaboration with project managers
- 2) Ensure quality and analysis of health and nutrition data collection and produce **data analysis for the mission, humanitarian coordination and donors**
- 3) Coordinate **pharmacy management**, as well as HQ to ensure medical supply follow up and support.

Team Management

- Number of staff to manage and their position (expatriate / local staff)
- Direct management: Medical Advisor and Pharmacist (all local staff)
 - Indirect management: Health and Nutrition Program Manager, Health Facility Activity Manager, Deputy Health Facility Activity Manager, Stabilisation Centre Manager, Community Program Manager and the Pharmacist Assistant (all local staff).
- This position is managed by: Line management: Head of Mission

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Medical and/or Nutrition training or Paramedic training + Public health Medical internship	5 years post-secondary education in Pharmacy Public health Project management
PROFESSIONAL EXPERIENCE <input type="checkbox"/> Humanitarian <input type="checkbox"/> International <input type="checkbox"/> Technical	X (2 years previous NGO experience in coordination roles) X (previous working experience abroad) X (2 years in managing health related projects)	
KNOWLEDGE AND SKILLS	Good written communication skills Knowledge of project management Good writing skills	Knowledge of procedures of institutional donors ECHO, AAP, UN agencies, etc.)
LANGUAGES <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Arabic	X	X X
SOFTWARE <input type="checkbox"/> Pack Office <input type="checkbox"/> Other (to be specified)	X	SPSS, Epi Info
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<input type="checkbox"/> Adaptability <input type="checkbox"/> Ability to work independently, take the initiative and take responsibility <input type="checkbox"/> Strong commitment in humanitarian principles <input type="checkbox"/> Resilience to stress in unstable circumstances <input type="checkbox"/> Diplomacy and open-mindedness <input type="checkbox"/> Good analytical skills <input type="checkbox"/> Organisation and ability to manage priorities <input type="checkbox"/> Proactive approach to making proposals and identifying solutions <input type="checkbox"/> Ability to work and manage professionally and maturely <input type="checkbox"/> Ability to integrate into the local environment, taking account of its political, economic and historical characteristics <input type="checkbox"/> Capacity to delegate and to supervise the work of a team		
Other		
<input type="checkbox"/> <u>Mobility</u> : Position currently based in Sana'a. <input type="checkbox"/> <u>Travel</u> may be required internally and regionally.		

Conditions

Status

- EMPLOYED** with a Fixed-Term Contract

Salary package

- MONTHLY GROSS INCOME:** from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with Première Urgence International.

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** : 5 working days every 2 months + break allowance
- PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months

