

JOB DESCRIPTION

Preliminary job information

Job Title	HEALTH PROJECT MANAGER
Country and Base of posting	UKRAINE – KOSTIANTINOVKA
Reports to	FIELD COORDINATOR
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 200 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 6 million people in 22 countries – in Africa, Asia, Middle East and Europe.

Since April 2014, Eastern Ukraine has been experiencing significant armed conflict. A part of the Donetsk and Lugansk Oblasts (regions) are now controlled by De facto authorities claiming the independence of two new states: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signing of a ceasefire agreement between the Ukrainian authorities and de facto authorities, fighting has persisted, causing a considerable number of casualties. In Summer 2016 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. The conflict has had an extremely negative impact on the 5 million population living in the region and has caused the displacement of 1.4 million people mostly concentrated in the areas closer to the conflict zone.

Humanitarian access to certain areas remains very limited, particularly in zones where armed hostilities are taking place, and hampering the delivery of humanitarian assistance to the most vulnerable people who are in need of humanitarian aid due to the combined impact of conflict, displacement and extreme poverty. Since the beginning of the conflict, population faces shortage in food, health services, basic household items and shelter, and suffer of psychological distress.

PUI's strategy/position in the country

PUI priority is to improve or restore equitable access to quality health services as well as to water, sanitation and hygiene for the most vulnerable population living in cities located along the contact line in the Donetsk Oblast. PUI focus of provision of humanitarian aid to vulnerable population within the conflict-affected area employing complex approach strategy based on technical, medical and non-medical expertise.

History of the mission and current programs

Première Urgence Internationale opened its mission in Ukraine in the beginning of 2015 after identification of crucial humanitarian needs in Eastern Ukraine linked to the intensification of the military conflict. Thanks to CDC (Centre de Crise of the Ministry of Foreign Affairs of France) and ECHO funding's, PUI has started to provide humanitarian assistance for the most vulnerable population in target cities of Kostiantynivka (GCA) and Horlivka (NGCA) in April 2015. PUI provided aid on both sides of the contact line in order to ensure neutrality and equity. The assistance aimed at improving healthcare for the most vulnerable population. The intervention included access to free medicines through voucher system and medical prescriptions issued by doctors, provision of medical and non-medical equipment and consumables to health facilities, rehabilitation of the most life-saving wards of health facilities damaged by shelling, and provision of fresh food to canteens of health facilities in NGCA.

From August 1st 2016 to January 31st, with the funding of OFDA, PUI has run two first aid points (FAPs) located at the Exit-Entry Check Point (EECP) of Mayorsk, providing first aid care and stabilization, followed by emergency call for ambulance when required for people crossing check points between government controlled areas and non-government controlled areas – both ways.

From May 2016 to March 2017 PUI has run a second ECHO project with the same above components in GCA (Government-controlled area) and NGCA (Non-Governmental Controlled area) in Donetsk Oblast, with exception of a fresh food component which was found non-relevant. With ECHO support and with an Implementing Partner at the time, PUI ran 2 FAPs in the 2 Exit Entry Checkpoints of Mariinka and Novotroiske as well as WASH activities. The activities at Mayorsk EECP were included in ECHO project from February 2017.

Due to the prolonged amount of time required to cross the line of contact, as well as a lack of appropriate facilities, people daily seek medical attention at first aid points. In addition, PUI provides drinking water and water for sanitation needs, as well as access to latrines and garbage collection. Due to harsh weather conditions and possible consequent medical complications, paper hats are distributed in summer and heating points are organized in winter, with hot tea distribution. Moreover, PUI hands out information leaflets on important topics.

In 2017 PUI also implemented WASH activities with the support of UNICEF: rehabilitations of toilets and showers, distribution of hygiene kits and hygiene promotion sessions in social institutions in cities along the contact line.

Also in 2017, PUI carried out several needs assessment. A WASH/Health needs assessment was carried out in May 2017 in the health facilities close to the contact line. An assessment of the 5 Entry-Exit Check Points was realized in July 2017. A multi sector needs assessment was done recently in hard-to-reach settlements close to the contact line. Finally a Mental Health and Psycho Social Support needs assessment was carried out during the months of November and December 2017. These assessments were the basis of the 2018 programming and of the writing of new project proposals.

Currently, as in 2017, PUI is running a fourth ECHO project (March 2018 to March 2019 with 1 month NCE) with the same above components in GCA (Government-controlled area), plus a 4th FAP at Hnutove EECP opened in 2018, and NGCA (Non-Governmental Controlled area) in Donetsk Oblast plus inclusion of supportive supervisions of Primary Health Care Facilities and Voucher for transportation (also added in 2018). With UNICEF support PUI is also running, for the second year, a health project with the same voucher component in other Primary and Secondary Health Care facilities in GCA and NGCA.

Configuration of the Mission

BUDGET FORECAST 2019	1,6M €
BASES	KIEV – COORDINATION BASE KOSTIANTYNIVKA (GCA) – FIELD BASE BAKHMUT (GCA) – SUB-BASE VUHLEDAR (GCA) – SUB-BASE MARIUPOL (GCA) – SUB-BASE DONETSK (NGCA) – REPRESENTATION OFFICE
NUMBER OF EXPATRIATES	6
NUMBER OF NATIONAL STAFF	60
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, UNICEF
ACTIVITY SECTORS	Primary Health Care / Secondary Health care / Vouchers / MHPSS / PFA / WASH / Rehabilitations
EXPATRIATE TEAM ON-SITE	Kyiv Coordination Office : 4 expatriates with regular visits to the field Kostiantynivka Office: 2 expatriates

Job Description

Overall objective

The Project Manager, under the direct supervision of the Field Coordinator, is responsible to implement and supervise all activities related to Exit and Entry Check Points (EECP) and Health programs in the government-controlled areas of Eastern Ukraine according to the work plan and manage all human and financial resources available to run out the project effectively.

Specific objectives and linked activities

1. Project implementation

- Plan the implementation of activities.
- Supervise and monitor the implementation of activities by his/her team.

- Ensure that the project implementation complies with proposals, contracts, technical requirements, regulations and standards of quality. This includes donor and PUI rules, as well as guidelines provided by the coordination team.
- Ensure the project reporting is done in compliance with PUI and donor requirements.
- Write the first version of required internal and external reports and proposals.
- Ensure the implementation of the program is done in accordance with the calendar and the budget of the project.

2. Team supervision / team management

- Supervise and coordinate the work of the team on a daily basis.
- Ensure the team benefits from the means, conditions and atmosphere necessary to achieve their objectives. Identify needs and address them with the rest of the organization through the proper channels.
- Propose the adequate team structure, and implement it with the validation of Field Coordinator. This includes designing proper communication flows, share of roles and responsibilities, plans of actions, team chart, etc – and their updates when necessary.
- Ensure the ECHO project team management is realized in compliance with PUI regulations, especially HR and administrative.

3. Logistics, Finances, Administration

- Monitor and manage the budget lines whom he/she is responsible for. This includes procedures such as the FFU update, cash and payment forecast, etc.
- Ensure all PUI HR procedures are correctly implemented within the team.
- Conduct the HR procedures he/she is directly responsible for, such as appraisals or sanctions.
- Ensure the operational relevance of the administrative processes linked to the program implementation (for example: technical input for partner contracts and MoU).
- Ensure the log/admin/fin needs of the projects are properly addressed. This requires in particular:
- The supervision of logistics needs of EECs' activities.
- Proper coordination, under the supervision of Field Coordinator, with the log/admin/procurement departments (based in Konstantinovka/Kiev).
- Prepare purchase request with support of Officers to launch procurement process according to work plan.

4. Internal coordination

- Report continuously to Field Coordinator on the achievement of his/her objectives, the implementation of the program and the needs identified on the field which would need external referral.
- Report to Health Coordinator on the required technical aspects.
- Communicate the needs and requests of his/her team to the other departments, using the proper communication channels, and ensure his/her team does the same with proper anticipation and level of formalization.

5. Security

- Responsible for the adherence to the security policy on the activity sites, in PUI subbases and during the movements of his/her team.
- Report on the security situation to Field Coordinator and to Log/Security Assistant.
- Ensure PUI security regulations are implemented by the program team, and that the proper validations are obtained.
- Contribute to PUI's security analysis by his/her input upon request.

6. Representation / external coordination

- Take part in technical meetings, working groups and clusters and provide appropriate feedbacks under request.
- Establish and maintain good relations with local participants and communities (populations) in the operational fields.
- Represent PUI when asked and/or delegated to do so.

7. Strategic development

- Monitor and analyse at his/her level the evolution of humanitarian needs, operational, security or legal constraints, presence and operations conducted by partners, and the general relationship of PUI with authorities and partners.
- Contribute to the work of strategic design led at Coordination level.
- Contribute to the design of future projects.
- Contribute to the technical assessment of humanitarian needs in the scope of his/her technical area.

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

- ▶ **Project implementation:** Ensure implementation of good quality standards activities.
- ▶ **Team supervision / team management :** Ensure team members are carrying out technical recommendations correctly and build their capacity.

- ▶ **Logistics, Finances:** Ensure resources and means are well monitored and followed (FFU + Project Procurement Plan).

Team Management

Number of people to manage and their positions (only local staff)

Line supervision: 2 Health Project Officers, 1 MHPSS Specialist & 1 Translator.

Technical supervision: none.

Indirect management: Voucher's health monitor (1), EECP Logistic assistant (1) and EECP team (29)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Health background (Medical doctor/ Public health/ paramedics/ nursing) Training in Project Management or other related field	
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	At least 3 years' experience in project management or other related field. X X X	
KNOWLEDGE AND SKILLS	Strong management skills Knowledge of international health standards and procedures Knowledge of Project Management Solid programmatic, financial, and organizational planning skills are highly desirable.	
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	X	Ukrainian and/or Russian highly appreciated
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X (with focus on Excel and Word)	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ 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 characteristics

Conditions
Status
➤ EMPLOYED with a Fixed-Term Contract
Salary package
➤ MONTHLY GROSS INCOME: from 1 815 to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
Costs covered
<ul style="list-style-type: none"> ➤ 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 at 3 and 9 months ➤ PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months.