

Migrants on the Move project

PROJECT COORDINATOR

Position:	Project Coordinator (mobile)
Job family:	Operations
Country:	Italy
Project:	Migrant on the Move
Place of work:	Main base in Milan with several travels and displacements within the country, according to places of operations
Closing application:	03/03/2017 - MSF reserves possibility to close earlier the position in case the adequate candidate would be earlier identified
Start of the contract:	15/03/2017
Duration of the contract:	until end of 2017
Type of contract:	Fixed term work contract (CCNL ANPAS)
Referent:	Head of Mission

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

At the beginning of 2016, MSF is running a project of assistance for the Victims of Torture in Rome, emergency shelter and medical assistance in Gorizia. Since the beginning of the year, MSF has started mental health program in Trapani and plans to increment post-hospitalization activities in Catania.

Since May 2016, MSF has relaunched SAR operations, reinforcing its capacity to provide medical, psychological and socio-legal assistance. For that purpose, MSF has established an office in Augusta to support the activities of the boat, Bourbon Argos.

This new intervention of MSF for “Migrants on the Move” intends to address the humanitarian and medical needs of the mobile population excluded from the formal reception system, by rolling out a significant and rapid scale-up of the MSF operational response in a domain that now deserves more centrality and priority of action.

The project coordination will be based in Milan to allow a large radius of action over the North of Italy and coordination of the vary – and possibility concomitant – interventions. According to the needs encountered during assessments, MSF will implement activities, according to identified needs in every spot, of: medical screening and medical activities, epidemiological survey, Psychological First Aid, watsan/shelter/NFI and support to civil society (trainings, etc.).

Main Purpose

- Is responsible for MSF operational response in the Project.
- In close collaboration with the capital team, define and plan the Project objectives and priorities, identifying population's health and humanitarian needs, analysing the context and the humanitarian issues at stake, the risks and constraints and calculating human and financial needs.

- Coordinate, in close collaboration with the Head of Mission, its implementation in order to efficiently ensure the goals as well as to improve targeted population's health conditions and humanitarian situation.

Accountabilities:

- ☐ Represent MSF within project limits. In close consultation with the Head of Mission, develop institutional contacts with national partners at project's level (civil society, authorities, local NGOs, Ministry of Health representatives, etc.) as well as with media in order to obtain all information and agreements necessary for the integration of MSF's programmes in the local context and improve the targeted population's awareness on them.
- ☐ Supervise the political and humanitarian situation in the project's region in order ensure that MSF's charter, policies and image are respected with regards to national employees, populations, authorities and partners.
- ☐ Together with the project team, evaluate needs by identifying the population's health status, by analysing the context (environment, actors involved, negotiations for access etc.) and associated risks and constraints in order to define priorities and projects goals and to calculate material, human and financial resources needed.
- ☐ Propose and carry out exploratory missions, according to Head of Mission's indications, in order to better comprehend context, priorities, constraints and population needs.
- ☐ Ensure a data collection and epidemiological surveillance system, in agreement with the Medical Coordinator, in order to define medical and technical programs and preventative protocols for the targeted population.
- ☐ Steer and supervise the implementation, monitoring and evaluation of the programmes in collaboration with the team, by collecting information and comparing it with the objectives, schedules in order to monitor progression and early detect deviations and propose corrections.
- ☐ Provide reporting to the coordination team on project's evolution and propose corrections if needed,
- ☐ Elaborate the Project's institutional memory, keeping written records (and file them) on its development, in order to broadcast MSF achievements and improve awareness.
- ☐ Monitor the risks and threats around the project(s), documenting the situation and analysing the consequences of political decisions or negotiations in course, in order to bear witness of and to render the populations' distress public.
- ☐ In coordination with the HR coordination and Activity Managers, plan and organise the organizational charts, plan and distribute tasks and workload among the teams, guiding their understanding of the issues linked to the Project and the Mission through regular working meetings and feedback, in order to ensure an efficient deployment of the re-sources and the achievement of the expected goals.
- ☐ Inform the field team on the instructions given by the Capital promoting fluent, smooth written and oral communication and information flow and ensuring confidentiality and full compliance with security rules and medical ethics.
- ☐ Supervise full implementation of safety and health protocols, reporting the Medical Coordination on risky behaviours, in order to ensure safe working conditions for the project staff.

- ☐ Be responsible of the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for.
 - ☐ Supervise the project material resources put at MSF's disposition in order to ensure a correct use and its longevity.
 - ☐ Supervise all orders (medical and logistical) and the Project's purchases as well as the financial indicators, with the support of the capital referents, in order ensure efficiency and early detect deviations and its causes.
 - ☐ Manages the security in the project, ensuring that all necessary security measures are in place for the safety of MSF staff and its operations.
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Education/training

- University degree or paramedical diploma desirable
 - Desirable degree in Project Management or HR Management
 - Deep knowledge of migration context and problematics
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Experience

- Essential working experience in European migration fields/contexts
 - Essential working experience as project coordinator, of at least two years in relevant similar jobs in other NGO's or previous field experience with MSF in different contexts.
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Languages

- Proficient in English (minimum C1) as working language
 - Proficient in Italian (minimum C1)
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Computer Skills

- Essential computer literacy (word, excel and internet)

Competencies

- Strategic vision
 - Leadership
 - People Management
 - Planning
 - Teamwork
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