JOB DESCRIPTION

Preliminary Job Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>AREA COORDINATOR</th>
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<tbody>
<tr>
<td>Country &amp; Base of posting</td>
<td>SOUTH SUDAN, GOGRIAL &amp; PAMAT</td>
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<tr>
<td>Reports to</td>
<td>HEAD OF MISSION</td>
</tr>
<tr>
<td>Creation/Replacement (incl. name)</td>
<td>Creation</td>
</tr>
<tr>
<td>Duration of Handover</td>
<td>N/A</td>
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<tr>
<td>Duration of Mission</td>
<td>9 months</td>
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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 140 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 4 million people in 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.

The Republic of South Sudan, three years into its independence, has suffered a tremendous political and social upheaval as divisions within the ruling party, the Sudan Peoples' Liberation Movement, and fragmentation of its army, has turned into major violence engulfing significant parts of the Country.

The current conflict broke out in Juba, the capital of South Sudan, on 15 December 2013 and quickly spread to several other States. Despite the signing of a “cessation of hostilities” agreement on 23 January 2014, a recommitment to the peace process on 9 May and most of all the signature of a Peace Agreement on the 26th of August 2015 under the mediation of the Intergovernmental Authority on Development (IGAD) and the Troika (USA, UK, Norway), fighting between government and opposition forces has continued, especially in Jonglei, Unity and Upper Nile States.

At the beginning of 2016, the international community is still waiting for the government in place and opposition forces to discuss the detail and implementation of the peace agreement.

PUI’s strategy/position in the country

PUI first launched an assessment in November 2014 to establish the possibilities of opening a mission in South Sudan.

PUI started its activities in the county in April 2015, by taking over the Majaak Kaar Primary Health Care Centre (PHCC) in Aweil North county, Northern Bahr el Gazaal State from MSF Spain.

PUI’s strategy for 2016 will focus on:

- Continuing the activities in Aweil North county, Northern Bahr el Gazaal State
- Developing activities in Gogrial West county, Warrap state
- Launch an assessment for food security and livelihood, and WASH
- Support the County Health Department with strengthening the health system
- Be prepared for an emergency response in the counties where PUI is present

The aim is to have an integrated approach and integrate where possible Health, Food and livelihood, and WASH activities.

### History of the mission and current programs

PUI has been implementing different activities in Northern Bahr el Ghazal state since its arrival in the country:

- **PUI took over a Primary Health Care Centre that used to be run by MSF-Spain.** Since the beginning of the activities, PUI has provided consultations to over 40,000 people from the whole state. PUI is delivering a full PHC package that includes health as well as sexual and reproductive health, with a special attention on children under 15 and pregnant and lactating women. This project is supported by ECHO for 1.7 million € over 14 months. This project will continue through 2016 after securing further funding until the end of 2016.

- **Nutrition activities in 1 PHCC and 2 PHCUs,** by delivering assistance to Acutely Malnourished children from 6 to 59 months through OTP, TSFP and Stabilization Center activities

- As per its integrated approach, PUI has also been implementing a project of food distribution through for 760 households in Aweil North County, some being the family of children enrolled in a nutrition program, and IDPs from the nearby Mangar Mayol settlement. This project is continuing in 2016 and is supported by CIAA for 300,000 €EUR over 10 months.

- **PUI is also finalizing agreements with UNICEF, WFP, and WHO to provide a full package of IMAM nutrition services in Aweil North county,** including the treatment of MAM, SAM, and SAM cases with medical complications.

- **Community outreach activities** that are intertwined in every aspect of the activities. Our network of Community Volunteers are actively involved in active malnutrition screening within the communities, referral of cases to the PHCC and PHCUs; they also deliver health and IYCF (Infant and Young Child Feeding) education sessions

While continuing the above mentioned activities, **PUI is opening a new base** in another affected state: Warrap. While not directly involved in the current conflict, Warrap suffers from the highest rates of malnutrition and food insecurity in the country and, as in the majority of other states, does not have a properly functioning health system in place. MSF-Belgium are planning to scale down their activities and pull out from the management of the Gogrial PHCC (Gogrial West county) leaving very real gaps and an opportunity to provide essential primary healthcare services in this area.

**PUI will take over the activities in Gogrial PHCC** in order to ensure continuity of care for the population of the area. PUI will only treat children under 15 as well as pregnant and lactating women, with an expected case load of 6,000 patients a month. This exciting opportunity comes with many challenging tasks in the first few weeks of the base opening: handover with MSF-Belgium, implementation of PUI's procedures and protocols, recruitment and training of the whole staff, coordination with local authorities, etc.

### Configuration of the Mission

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<tbody>
<tr>
<td><strong>BUDGET FORECAST</strong></td>
<td><strong>2016</strong></td>
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<tr>
<td><strong>BASES</strong></td>
<td>JUBA, PAMAT, GOGRIAL</td>
</tr>
<tr>
<td><strong>NUMBER OF EXPATRIATES</strong></td>
<td>11</td>
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<tr>
<td><strong>NUMBER OF NATIONAL STAFF</strong></td>
<td>200</td>
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<tr>
<td><strong>NUMBER OF CURRENT PROJECTS</strong></td>
<td>4</td>
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<tr>
<td><strong>MAIN PARTNERS</strong></td>
<td>ECHO, CIAA, UNICEF, WFP</td>
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<td><strong>ACTIVITY SECTORS</strong></td>
<td>Health, Nutrition, Food Security</td>
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**EXPATRIATE TEAM**

- **Juba Coordination Office :** 4 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator)
- **Pamat Base:** 3 expatriates (Base Administrator, Base Logistician, Health Program Manager)
- **Gogrial Base:** 3 expatriates (Base Administrator, Base Logistician, Health Program Manager)

The Area Coordinator is responsible for the oversight of both Gogrial and Pamat bases and will divide his/her time between them as necessary.

### Job Description

**Overall objective**
The Area Coordinator is responsible for the proper functioning of the project sites and proper implementation of programmes developed on those sites.

### Tasks and Responsibilities

- **Safety**: He/She is responsible for the safety of sites in Gogrial and Pamat.
- **Programs**: He/She coordinates the teams, and ensures proper implementation of programmes on the sites, under the supervision of his/her immediate supervisor.
- **Human Resources**: He/She supervises all of the teams at the sites, including both national and international staff.
- **Logistical, administrative and financial support**: He/She oversees the logistical, administrative and financial components at the sites for the purpose of programme implementation and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator and the Administrative and Financial Coordinator of the mission.
- **Representation**: He/She represents the organization externally to partners, authorities, and various local actors operating in the areas where his/her bases are located.
- **Coordination**: He/She centralizes and disseminates information from/to the sites and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the immediate supervisor.
- **Assessment/Strategy**: He/She participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.

### Specific Goals and Related Activities

#### 1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITES

- He/She ensures that the safety plan for the sites are up-to-date, and that everyone knows and understands them (both expatriates and locals).
- He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

#### 2. ENSURE THE IMPLEMENTATION OF PROGRAMMES AND PROPOSE NEW INTERVENTIONS

- He/She ensures the smooth running of ongoing programmes (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- He/She ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.
- He/She proposes new interventions and discusses them with his/her immediate supervisor.
- He/She is involved in identifying needs on the basis of agreed ToR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors’ formats and internal rules of PUI.
- He/She participates in the strategy development exercise of the mission.

#### 3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT BOTH SITES

- He/She supervises all national and international teams in both project sites.
- He/She guides the work of the expatriates at the sites, tracks the realization of their objectives, and leads the mid-term and final evaluation exercises.
- He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the sites.
- He/She ensures compliance with the Internal Rules of Procedure of PUI on the sites.
- He/She is in charge of administrative management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.
- He/She makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- He/She assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular,
that the context of programme implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood

He/She completes training programmes for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions…)

He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor

He/She prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the Technical Managers at his/her sites, and forwards them for endorsement to the Administration and Finance Coordinator, and to any other potentially relevant party, (depending on the position)

He/She constructs the organizational charts of the bases, and has it endorsed by his/her immediate supervisor and the Administration and Finance Coordinator

He/She handles the management of interpersonal conflicts that arise on his/her sites and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute

He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITES

He/She ensures that the needs of the sites are met (support, programming) and makes the needs known to the Admin & Financial Coordinator each month, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets

He/She ensures that the sites are equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety

He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment on each site

He/She ensures adequate storage arrangements for all property and equipment

He/She ensures proper delivery of all purchases planned for the operational sites

He/She prepares and updates the inventory of supplies and equipment for the sites, and submits it to the Logistics Coordinator

He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the sites

As regards budgetary monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Administration & Finance Coordinator

He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the Administration & Finance Coordinator according to the agreed calendar

Together with the Administration & Finance Coordinator, he/she tracks the cash flow for his/her sites and oversees disbursements

Together with the Administration & Finance Coordinator, he/she ensures that a system of internal oversight is in place at the sites. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders

He/She is the guardian of the bookkeeping and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents

5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER AREA

He/She represents the association to local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI’s principles of neutrality and independence

He/She attends main coordination meetings when they take place, and participates actively

In the event of visits from donors, he/she participates in the organization and implementation of the visits

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

He/She is responsible for writing donor reports for programmes implemented in his/her area; reports which are wholly or partly drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her sites)

He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports)

He/She organizes the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc Situation reporting)

He/She attends internal coordination meetings and participates actively
Focus on two priority activities relating to the context of the mission

- Follow up on the humanitarian context and if relevant, propose and develop new interventions in Aweil North and Gogrial West counties or the surrounding areas
- Continue to monitor and if necessary take action to ensure the proper use of PUI’s logistics and admin procedures on the bases after the handover process

Number of people to manage and their positions (expatriate/local staff);

- Direct management:
  - Expatriate: 6 (Health Program Manager x2, Base Admin x2, Base Logistician x2)
  - National: 1 (Field Co Assistant)
- Indirect management:
  - National: 200 + staff including medical staff in each PHCC

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<th>Required Profile</th>
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### Required knowledge and skills

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<tr>
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<th>REQUIRED</th>
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<tr>
<td>TRAINING</td>
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<td>Project Management</td>
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<td></td>
<td></td>
<td>Training in Public Health / Agriculture / Water &amp; Sanitation / other</td>
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<td></td>
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<td>Financial Management Logistics</td>
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<td>PROFESSIONAL EXPERIENCE</td>
<td>Min. 2 year</td>
<td>Experience in Safety Management</td>
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<tr>
<td>KNOWLEDGE AND SKILLS</td>
<td>Excellent writing skills</td>
<td>Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies …)</td>
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<td>Project Management skills</td>
<td>Management of vehicle fleets, stocks, supply chains…</td>
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<td>Other (specify)</td>
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**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work independently while taking initiatives and showing a sense of responsibility
- Ability to withstand pressure
- Sense of diplomacy
- Analytical skills
- Capacity to adapt and showing organizational flexibility
- Organization, rigor and ability to meet deadlines
- Ability to work and manage affairs professionally and with maturity
- Ability to represent the activities and the mandate of PUI to local authorities
- Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
**Proposed terms**

**Status**

- EMPLOYED with a Fixed-Term Contract

**Compensation**

- **MONTHLY GROSS INCOME**: from 1,870 up to 2,200 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

**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 at 3 and 9 months + break allowance
- **PAID LEAVES POLICY**: 5 weeks of paid leaves per year + return ticket every 6 months