**JOB DESCRIPTION**

### Preliminary Job Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>AREA COORDINATOR (AKKAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country &amp; Base of posting</td>
<td>LEBANON, AKKAR BASE</td>
</tr>
<tr>
<td>Reports to</td>
<td>HEAD OF MISSION</td>
</tr>
<tr>
<td>Creation/Replacement (incl. name)</td>
<td>Replacement</td>
</tr>
<tr>
<td>Duration of Handover</td>
<td>N/A</td>
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<tr>
<td>Duration of Mission</td>
<td>12 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 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.

As the Syrian Crisis is in its fourth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. Lebanon is the first host country for Syrian refugees with over 1.2 million refugees registered for an overall population of less than 4.5 million. Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high.

In April 2015, the United Nations Security Council declared that the international community has to help Lebanon in its efforts to host more than 1 million refugees from neighbouring Syria. The Security Council also expressed concern over border violations including the presence of terrorists and violent extremist groups in Lebanese territory. Since the beginning of March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularisation among refugees entering from Syria. The Lebanese government has also asked the UNHCR to stop the registration process hence new refugees and new born babies cannot be registered anymore and refugees that arrived after the 5th of January 2015 have been unregistered. This means it is now much harder for Syrians to enter the country, while those residing in Lebanon are also facing difficulties in renewing their residency or having access to humanitarian aid or public facilities. This situation will place an increased economic strain on the families, and in addition to the expected decrease in basic assistance due to low funding levels, an escalation in negative coping mechanisms (such as begging, child labour, child marriages, sexual services for food/accommodation, petty crime, etc.) might be witnessed.

While Palestinian refugees are settled in camps, there are no official camps for Syrian refugees in Lebanon. On a case by case basis, the government may authorise the establishment of formal tented settlements (FTS). However, Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS). The spillover of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society. Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level.

**PUI’s strategy/position in the country**

Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North

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2. Ibid.
(Akkar), Mount Lebanon and South (Saida) of Lebanon.
In 2015/2016, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programmes:

- Humanitarian Assistance Programme: to provide a protection-based humanitarian material assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis.

- Resilience Programme: to develop and strengthen community-level infrastructures and support household-level economic survival and well-being with regards to specific poor and vulnerable groups.

**History of the mission and current programmes**

Première Urgence Internationale (PUI) is a non-governmental, non-profit and non-religious international aid organisation. Our teams are committed to supporting civilian victims of marginalisation 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.

PUI leads in average more than 200 projects a year, providing assistance to around 4 million people in more than twenty countries – in Africa, Asia, the Middle East and Europe.

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectoral approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organisations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities.

**Configuration of the Mission**

<table>
<thead>
<tr>
<th>BUDGET FORECAST 2015</th>
<th>12.000.000 EUROS</th>
</tr>
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<tbody>
<tr>
<td>BASES</td>
<td>BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA)</td>
</tr>
<tr>
<td>NUMBER OF EXPATRIATES</td>
<td>18</td>
</tr>
<tr>
<td>NUMBER OF NATIONAL STAFF</td>
<td>194</td>
</tr>
<tr>
<td>NUMBER OF CURRENT PROJECTS</td>
<td>8</td>
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<tr>
<td>ACTIVITY SECTORS</td>
<td>Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection</td>
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<tr>
<td>EXPATRIATE TEAM ON-SITE</td>
<td>Field coordinator, base programmes coordinator, protection project manager, logistics advisor. National team: 64</td>
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## Job Description

### Overall objective

The field coordinator is responsible for the proper functioning of the project site, and proper implementation of programmes developed on that site.

### Tasks and responsibilities

- **Safety**: In collaboration with the head of mission and with the support of the base security manager, s/he is responsible for the safety of the site.
- **Programmes**: S/he is accountable for an adequate definition and efficient implementation of the projects. S/he ensures the coordination between the support teams (administration, information management and log), the implementation teams and the coordinators in order to timely and qualitatively guarantee that the objectives and results of the projects are reached. S/He preventively identifies issues, gaps and delays that may impede the correct implementation of the projects and proposes mitigation plan to the HoM.
- **Human Resources**: S/he supervises all the teams at the site, composed of national and international staff.
- **Logistical, administrative and financial support**: S/He oversees the logistical, administrative and financial components of the base for the purpose of programme implementation, and ensures compliance with the relevant procedures, with substantive support from the logistics coordinator, the human resources coordinator and the administrative coordinator of the mission.
- **Representation**: S/he represents PUI towards the stakeholders of the area (such as donors, authorities, international/local NGOs).
- **Coordination**: S/He centralises and disseminates information from/to the site, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the head of mission.
- **Assessment/ Strategy**: S/he participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.

### Specific objectives and linked activities

1. **ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE**

   - S/he ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriates and locals).
   - S/he 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.
   - S/he verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
   - S/he alerts his/her immediate supervisor immediately 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 immediately, and reported upon in accordance with PUI guidelines.

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

   - S/he ensures the smooth running of ongoing programmes on the site (meeting of objectives, respecting deadlines, budgetary monitoring, contractual reporting…) and reports to his/her immediate supervisor.
   - S/he sets up a formal coordination system with the base programmes coordinator, follows it up (meetings, written reports…), and reports to his/her immediate supervisor.
   - S/he 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.
   - S/he proposes new interventions and discusses them with his/her immediate supervisor.
   - S/he is involved in identifying needs based on agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
   - When defining new operational activities, s/he 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.
   - S/he participates in the strategy development exercise of the mission.

3. **SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE SITE**

   - S/he supervises all national and international teams on the site.
   - S/he guides the work of the expatriates at the site, tracks the realisation of their objectives, and leads the mid-term and
S/he participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.

S/he ensures compliance with the internal rules of procedure of PUI on site.

S/he is in charge of administrative management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.

S/he makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.

S/he 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.

S/he completes training programmes for expatriate and local staff (organisational support, methodology, technical support as the case may be organisation of training sessions...).

S/he drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to their related coordinator and to the human resources coordinator.

S/he 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 site, and forwards them for endorsement to the human resources coordinator, and to any other potentially relevant party, (depending on the position).

S/he constructs the organisational chart of the base, and has it endorsed by his/her immediate supervisor and the human resources coordinator.

S/he handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.

S/he 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 behaviour consistent with the values upheld by the organisation, and with full respect for the local culture.

4. **ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE**

S/he represents the association before 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.

S/he attends main coordination meetings when they take place, and participates actively.

In the event of visits from donors, s/he participates in the organisation and implementation of the visit.

5. **ENSURE REPORTING AND DISSEMINATION OF INFORMATION**

S/he is responsible for writing donor reports for programmes implemented on his/her site; reports which are partly or fully drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).

S/he 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).

S/he organises 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).

S/he attends internal coordination meetings and participates actively.

**Focus on the 2 priority activities relative to the context of the mission**

- Finalising the new structural set up in terms of staffing of the base.
- Launch two new multi-sectoral projects

**Team management**

Number of people to manage and their position:

- Direct management: base programmes coordinator, security manager, administration & human resources manager, logistics manager, information manager.
- Indirect management: about 60 staff members.

**Required Profile**

**Required knowledge and skills**
<table>
<thead>
<tr>
<th>TRAINING</th>
<th>REQUIRED</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>PROFESSIONAL EXPERIENCE</td>
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<tr>
<td>» Humanitarian</td>
<td>» MA/S or equivalent in social science, programme management, international development preferred;</td>
<td>» Experience in Safety Management</td>
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<tr>
<td>» International</td>
<td>» At least 3 years of experience in projects development/implementation (1M€ yearly budget);</td>
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<tr>
<td>» Technical</td>
<td>» Extensive training skills and experience building national staff capacity;</td>
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<td></td>
<td>» Strong experience in Budget/Finance Management (cost-efficiency);</td>
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<td>» Experience working with a variety of donors;</td>
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<td>» Experience with qualitative and quantitative data collection and analysis methodologies required.</td>
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<tr>
<td>KNOWLEDGE AND SKILLS</td>
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<tr>
<td>» Project Management skills</td>
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<td>» Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies …)</td>
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<td>» Team Management</td>
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<td>» Excellent writing skills</td>
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<tr>
<td>» Ability to represent PUI as per the recommendations of the HoM and ensure an efficient and proactive coordination with other actors.</td>
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<tr>
<td>LANGUAGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» French</td>
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<tr>
<td>SOFTWARE</td>
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<td></td>
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<tr>
<td>» Pack MS Office</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 organisational flexibility;
» Organisation, 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 before 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.

**Other**

» A willingness to live and work in insecure environment with potential movement restrictions;
» Regular field visits to implemented activities are necessary to provide a comprehensive activity reporting

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**Conditions**

**Status**

» **EMPLOYED** with a Fixed-Term Contract

**Compensation**
- **MONTHLY GROSS INCOME**: from 1 980€ up to 2 310€ depending on the experience in international solidarity + 50€ per semester 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 ») of 600€
- **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