

Preliminary Job Information

Title of Position	HR ADVISOR
Country & Town Assignment	KABUL, AFGHANISTAN
Direct Link	HEAD OF MISSION
Creation / Replacement (+name)	Creation
Duration of the Mission	4 months (possible extension based on Regional Office Request)

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.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1980 just after the Soviet Invasion. Since then, the country has mostly been in conflict, with both national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the countries: out of the 30 millions in country population, 805.000 are registered as IDPs. 272.000 since January 2015, 3.703.000 Afghan refugees are registered in foreign countries (UNHCR, 2015).

Since NATO intervention in 2001, humanitarian assistance and development projects have reached unprecedented levels of funds and intervention in the country. In the 2012 Tokyo Conference, Afghanistan announced its road map toward self-reliance. However, great challenges remain to overcome. Security, social and economic development, good governance, and justice are, among other issues, essential pre-conditions in order to achieve the country's ambitious objectives.

However, due to the raise of Armed Opposition Groups and the constantly increasing number of fights in the country, the security situation remains unstable: 2015 is the worst year since 2001 in terms of civilian casualties (11.000 officially recorded) and number of security incidents reported. Many attacks continue to claim lives among the Afghan population, and respect of humanitarian principles is a key stake (multiple violation including attacks on hospitals and health facilities) of the as the humanitarian access is more and more challenged (numerous incidents affecting the humanitarian community).

In April 2014, the Presidential poll marked the transfer of power from one elected president to another for the first time in the country's history. The political transition coincides with a security transition as Afghan security forces have taken up security responsibility from international forces which withdrew at the end of 2014. Humanitarian stakeholders forecasted an increased level of violence, a rise in unemployment and criminality. Those most affected are IDPs, the war wounded, and the people living in contested areas. As a consequence of constant unrest and lack of economic perspectives, many people flee the country being to neighboring countries such as Iran or Pakistan, or to Europe (in terms of population, Afghan people are the second nationality represented in the migrants continuous flux to Europe according to Frontex Agency).

Thus, Afghanistan is today at crossroads, between increasing autonomy and development of infrastructures, within chronic vulnerabilities and complex emergencies to deal with: Armed Opposition Groups are constantly extending their territories, number of armed clashes and of casualties is constantly increasing, and natural disasters (such as the Earthquakes which affected the country over the past six months) are challenging the resilience of communities (8 millions people were assessed in food insecurity situation in 2015 according to Fewsnet) Rebuilding and strengthening the health-care system is still a priority in Afghanistan, with the country-wide continuation of the implementation of BPHS (Basic Package of Health Services) and the EPHS (Essential Package of Hospital Services), initiated in 2003 and 2005, and the implementation of emergency responses.

PUI's strategy/position in the country

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, Neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.

PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

Since the beginning of 2013, PUI in Afghanistan decided to start interventions on emergency preparedness and medical interventions for conflict-affected populations. With constant increasing of civilian casualties during from January 2014 to June 2015 (4.900 registered during the first 2015 semester), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly increasing number of security incidents in the country, PUI is developing an advocacy plan for development of PFA in the country, in order to support the development of such activity countrywide.

History of the mission and current programs

Prior to the PUI merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. Currently, the organization is running the following programs:

BPHS/EPHS Project:

Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. Currently, PUI implements the BPHS in Kunar and Daykundi provinces, and the EPHS in Kunar, running in total 74 health centers and 1 Provincial hospital, and employing more than 1000 health and support staff. In Daykundi, PUI collaborates with Move Welfare organization, an Afghan NGO, for the implementation of the basic package of health services supporting 39 health centers and 332 health posts, employing more than 500 medical and support staff.

Emergency life-saving intervention in Kunar and Nangahrar provinces:

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of the BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs. The partnership with ECHO has been recently extended until end of March 2017.

Although Afghanistan has been almost continuously at war for the last 3 decades (exception of the Taliban Regime 1995-2001) with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed.

This can be explained by the overall destruction of the Health system after Soviet invasion, and the many challenges linked with the rebuilding enterprise throughout BPHS and EPHS services.

As BPHS and EPHS implementer in Kunar Province, PUI is working with 49 health facilities to provide Basic Primary and secondary Healthcare services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well.

Parallel to the medical response developed at community or health facility level, PUI has been developing, first as a pilot project, provision of Psycho-social First Aid as integrated to the trauma care services. Thus, in Kunar Province 1,310 PFA consultations and 1,661 community awareness have been conducted in 2015, far above expectations.

Although Psychological trauma largely remain a taboo and that resilience of population in Afghanistan seems quite high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma as well (according to PFA consultations data, 42% of the PFA consultations are directly linked with war causes, explosions, fights, bombings..).

WHO support for remote areas

The World Health Organization has been supporting PUI in Daykundi provinces since December 2012 with programs in Kunar (temporary health services provision sites to increase the vaccination coverage) and Daykundi province (temporary outreach health services provision sites during winter while roads are mainly inaccessible) in 2015/15 winter season the same intervention was supported by CHF in Daykundi.

Provision of life-saving healthcare in CHF/UNOCHA support for remote and insecure areas – CHF/UNOCHA (Kunar):

CHF has recently extended support for PUI to open health facilities in remote and insecure “white” areas of Kunar province which are not covered under the BPHS programme. This project aims to extend health care services to dramatically underserved populations and increase vaccination coverage in areas prone to polio cases, often due to cross-border movement from Pakistan.

Training of Midwives and nurses – WHI (Kunar, Daykundi)

As a support to the BPHS, the Women Hope International Foundation is supporting PUI in the running of Midwives and Nurses Schools in Kunar province. This project aims at responding to the dramatic shortage of women health staff and, therefore, to improve qualitative health services provision and access for women.

Nutrition programmes in Daykundi and Kunar province:

While Chronic Malnutrition is a major health public issue at the national level (55% of the young children suffering from stunting according to latest National Nutritional survey in 2013), Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of the World Food Program, UNICEF, and CHF for the implementation of an Integrated Management of Acute Malnutrition programme

covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold (evolution from 17,8 %to 11;6% between 2013 and 2015).

Configuration of the Mission

BUDGET FORECAST 2016	8 MILLION EUROS
BASES	KABUL, ASADABAD (KUNAR), JALALABAD (NANGHAHAR), NILI (DAYKUNDI)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	1150 (with MoPH staff)
NUMBER OF CURRENT PROJECTS	20
MAIN PARTNERS	ECHO, WHO, UNICEF, WFP, SEHAT (World Bank) UNOCHA,
ACTIVITY SECTORS	Health, Nutrition
EXPATRIATE TEAM ON-SITE	1 Head of Mission- 2 Field Coordinators- 1 Finance & Administrative Coordinator - 1Logistics Coordinator – 1Medical Coordinator – 2 Base Logistician / Administrator - Grants Officer – 1 PFA provider – 1 Human Ressources Advisor

Job description

Overall objective

Under the supervision of the Head of mission and in close coordination with the Finance and Administration Coordinator, the HR advisor will provides support and take the lead on following issues :

- Update the HR policy in accordance with the labor regulations in the country of operation, including development of pension plan for PUI national employees,
- Review the salary scale of the Mission for national positions as per needs and in coordination with other medical NGOs implementing activities in Afghanistan
- Harmonization of the HR process on the mission

Tasks and Responsibilities

Afghanistan is the oldest PUI mission, but also of the biggest in terms of staffs (400 national staffs belonging to PUI team, 850 national Health staffs in health facilities of MoPH, under PUI management responsibility). Linked with the social context evolution and the context in legal laws, it is necessary to implement changes (last update of HR regulation 3 years ago).

▶ 1. HR Policy:

Background information: Over the months and few years, the structuring of the Afghan state as led to multiple change in the regulation, including in the Labor Code and in the Human Ressources rules for organizations in partnerships with governmental agencies and ministries. This “new deal” is facing the challenge of implementing a global policy for provinces with different constraints realities. With the support of HR Department and HoM, some guidelines have been improved, but it revealed some inconsistencies between the law and PUI practices. At the same time, HR procedures have been developed at the base level and require to be capitalized in the internal regulation.and homogenized at mission level.

Objective: He/she supports the developing of PUI’s HR policy to the mission in accordance with the country of operation's relevant legal framework (including fiscal aspects) and updates the internal regulation.

▶ 2. Salary grid revision:

Background information: In order to remain competitive in HR recruitment and retaining with senior management staffs, salary scale must be reviewed and updated, based on some benchmark conducted by medical NGOs in November 2015.

Objective: He/She defines a new salary grid, based on the existing remuneration levels and wages paid by other organizations in the country, homogenize the allowances policy and gives the necessary support to its implementation.

▶ 3. Set up of Staff representatives/ Delegate mechanism:

Background information: there is no Staff representative in the mission, which conducts to disorganized claims from the staffs and lack of follow up in the HR requests and confusion in the implementation of some measures. Therefore, it is necessary to establish proper canal of communication between managers and staffs

Objective: organizes the procedures and the process for election of staff representatives on each base.

▶ **4. Whistleblowing policy:**

Background information: linked with remote management and security constraints, some major concern exist about whistleblowing policy on the Afghan mission. We therefore need to define proper context related and relevant implementation guidelines of the whistleblowing policy such as defined in HQ.

Objective in close coordination with HQ team and according to the organizational whistleblowing policy, defines guidelines for the implementation of the anti-corruption, anti-abuse and anti-fraud policy.

Specific objectives and linked activities

1. SUPPORT IN REVISION OF THE HR POLICY

- ▶ He/She clarifies, and homogenizes the existing HR processes and templates (suggesting and creating new ones if necessary), focusing on recruitment and follow-up of the employees.
- ▶ He/she will proceed to revision of the internal regulation as per legal Afghan context (liaison with ACBAR and labor ministry),
- ▶ He/ She will propose preparedness steps for implementation of the pension/ retirement policy to be implemented from 2017 in Afghanistan
- ▶ He/She makes sure that the rules and procedures are known, understood, and implemented by all team leaders, and that they have all tools needed for their application (internal regulations, employment contracts, job profiles, etc.).

2. DESIGN OF A NEW SALARY SCALE

- ▶ He/She will review the existing salary grid based on the finding of latest benchmark conducted by INGOs in Afghanistan, and in close coordination with Finances and Administration Coordinator, will propose new and competitive salary scale both for support and programme
- ▶ He/She will include in the salary scale revision provision for Social security, retirement plan and income taxes regulations, as acceptable remuneration policy, taking into consideration the budgetary constraints.
- ▶ In coordination with the management team He/She will implement and explain this salary grid having a specific focus on its understanding by the national team and specifically by National HR management team.

3. SET UP OF STAFF REPRESENTATIVES/ DELEGATE MECHANISM:

- ▶ He/ she defines the representation mechanism for PUI staffs to be implemented in the different bases, taking into account the different criteria (steps, seniority, field/ coordination..)
- ▶ He/ she will proceed to leading the staff delegates designation process in all bases
- ▶ He/ she will define training plan for the elected staff delegates and exchange protocol with mission HR management

4. WHISTLEBLOWING POLICY:

- ▶ He/ she will present the Whistleblowing policy designed at HQ level to Afghan Mission Senior Management
- ▶ He/ she will draft procedure for implementation of the Whistleblowing policy on the Afghan Mission as per specific context specificities and get validation by HQ and HoM
- ▶ She will present the anti-corruption , anti-fraud and anti-abuse policy and tools to the staffs representatives and senior managers
- ▶ He/she will train the internal auditor on the whistleblowing tools

Required Profile

Knowledge and Expertise sought

	REQUIRED	DESIRABLE
EDUCATION	HR Management	
PROFESSIONAL EXPERIENCE		HR officer, HR Coordinator
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	X X X	
KNOWLEDGE & SKILLS	Administrative management Database salary management	Labor law Recruitment Team management Capacity building
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	Mandatory	X Dari
COMPUTING		
<ul style="list-style-type: none"> ▶ Office Pack 	X (Advance Excel skills required)	

Personal characteristics expected		
<ul style="list-style-type: none"> - Analytical ability - Adaptability, priority management, practicality, organization - Diplomacy and ability to negotiate, good communication - Good Stress Management, calmness, serenity, resistance to pressure - Reliability - Great listening skills, empathy - Honesty and thoroughness 		

Proposed terms

Status

<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract

Remuneration

<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 1 980 up to 2 310 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Expenses 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 + break allowance ▶ PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months
