

# JOB DESCRIPTION

## Preliminary job information

<b>Job Title</b>	<b>BASE ADMINISTRATOR DOHUK</b>
<b>Country and Base of posting</b>	<b>IRAQ, KRI - DOHUK</b>
<b>Reports to</b>	<b>FIELD COORDINATOR DOHUK</b>
<b>Creation / Replacement</b>	Replacement
<b>Expected Date Of Arrival</b>	2017 January
<b>Duration of Handover</b>	15 days
<b>Duration of Mission</b>	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 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 4 million people in 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.

Iraq is facing one of the most critical humanitarian crisis of the moment. Around 8 million people are currently in need of humanitarian assistance across most regions of the country.

Since the Iraqi Constitution was adopted in 2005 Iraq has been divided into federal regions that handle their own domestic affairs, reporting to Baghdad central government, who is also responsible for international affairs. Additionally, in the North, there is the autonomous region of Iraqi Kurdistan (KRI) which includes three provinces: Erbil; Dohuk & Sulaymaniyah. There are ongoing tensions between KRI government and the Central Iraqi Government over how much authority is devolved and the distribution of finance from the oil found in the region.

Against this backdrop, in 2014, wide-scale violence and armed conflict erupted in Iraq when the Islamic State insurgency crossed the Syrian border. That same year, the cities Fallujah, Ramadi and Mosul fell in the hand of the terrorist group causing massive population displacement, especially from Anbar, Ninewa and Salah al-Din governorates. The fall of Fallujah and Ramadi in early 2014 pushed people south and west into Baghdad, with 80,600 families fleeing to the area, and the later fall of Mosel in the summer pushed populations both North into KRI and South to the governorates of Kerbala and Najaf.

The majority of the IDP population, nearly 800,000 people, were displaced in August 2014 when hostilities affected the Sinjar region in Ninewa Governorate. By November 2015, the governorates hosting the largest IDP population (1.5 million IDPs) were Anbar, Baghdad and Dohuk. In just over two years, the number of internally displaced population rose to 3.2 million in the country, 9% of this population are currently settled in IDP camps. Dohuk alone has 16 IDP camps. Continuing fighting plus governmental interventions mean that there is still ongoing displacement and a potential offensive against IS-held Mosul could cause displacement of a further 100,000 people, most probably to KRI.

In addition, the Syrian conflict, which has been ongoing for the last 5 years, has pushed over 244,758 Syrian refugees into Iraq. Most of these refugees are Syrian Kurds and as such have settled in Iraqi Kurdistan, with 95,314 individuals are currently in Dohuk.

These displaced populations are highly vulnerable, and the United nations has declared this a Protection Crisis. A cholera outbreak in the country was confirmed in mid-September 2015 with 2,200 people reported to have been infected. There is a risk that the disease will spread due to heavy rain and lack of basic sanitary infrastructures in remote areas of the country especially in the southern governorates.

### PUI's strategy/position in the country

PUI is currently providing large scale comprehensive health interventions in three governorates in both the north and south. Focusing on rural and hard to reach areas, as well as communities with over stretched services, through mobile health and surveillance teams, and outreach networks, and on camps to support and implement a structured health system. In Dohuk PUI have a reach of 50,000 IDPs and 30,000 Refugees, in Ninewa 12,000 IDPs and 7,000 Refugees and in Najaf reaching 24,000 IDPs. WASH care and maintenance in camps, emergency latrine building, tool loan committees and hygiene kit distributions support IDPs and refugees to improve their health outcomes by improving living conditions and hygiene behaviours. In addition psychological support is run through mobile teams, and awareness of protection issues is being increased through outreach workers. PUI are improving living conditions of urban households implementing community quick impact projects and creating job opportunities (training centres and Professional Tool Kits) for 460 IDPs and returnees.

Focusing on the current governorates of work, PUI will continue to deliver an integrated package of services with health as the core response, expanding to cover WASH, livelihoods, psychosocial support, and protection as complementary interventions, in both urban and rural areas. Working in Dohuk, Bardarash, Najaf and Baghdad allows a comprehensive, fast, response to movement by IDPs out of Mosul, from Sinjar, and from Anbar in response to IS, to communities choosing, or being forced to return to "liberated" areas, and also to support the needs of refugees crossing the border from Syria. By working through mobile teams in both KRI and South Iraq it is possible to respond to new movements very quickly, to assess needs, and to reach areas that other actors and local government are unable or reluctant to serve. The Mobile health team in Ninewa currently work up to 6 km from the front line. Surveillance teams in the south will allow fast reactions to outbreaks, and planned responses, for example to cholera, will allow populations to be more resilient to communicable diseases.

## History of the mission and current programs

PUI has been present in Iraq since 1983. The programming has spanned the sectors of health, WASH, protection, shelter, food security and livelihoods, through an integrated approach, in both urban and rural areas, responding to the changing needs of the local communities. By 2010 PUI was implementing an integrated multi-sectorial program targeting poor rural villages in Baghdad to help them regain livelihoods and restart agricultural production. Besides training and supplies, this programme emphasizes reconciliation, solidarity and cooperation among villagers. Since 2014, PUI are meeting needs of the displaced population by supporting livelihood projects and promoting access to the job market through Professional Tool Kits and associated trainings. PUI has a focus on the most vulnerable households who would have the greatest benefit from income generating activities.

As the war in Syria increased in severity the influx of refugees crossing into the Kurdistan Region of Iraq increased. PUI opened a Mission in KRI in 2013 to start to respond to these needs. PUI has been operating in Gawilan camp since November 2013, providing a basic package of health care services complimented by a WASH response of active hygiene and sanitation watch out. Based on this successful first experience, PUI was chosen as a key partner by local government and UN to replicate its integrated strategy in additional camps, first in Domiz 2 and, after the IDP crisis, in Bajet Kandala and Bardarash camps.

PUI took a multi-faceted approach to supporting the needs of this newly displaced population focusing on Dohuk, Ninewa and Najaf Governorates, supporting nearly 100,000 IDPs. Firstly working in newly set up camps in KRI, then providing additional health care outside of camps through MHT in the north and a Mobile Surveillance team in the south. Latrines were built both these areas to support IDPs living in unfinished buildings and informal settlements. NFIs distributed in multiple locations, including hygiene kits, reaching people within the first few weeks of displacement.

### Current Programming

In Iraq, an integrated approach is developed while still maintaining health as the central point of the activities. PUI is currently working in three camps in KRI, providing Primary Healthcare and WASH services as well as focusing on psychosocial support. PUI also provides support to the large number of IDPs and refugees living out-of camp by providing primary healthcare, psychosocial, WASH and educational support.

#### Health and Psychosocial Support

- PUI is in charge of the management of the Primary Health Care Center in Gawilan refugee camp, Bajet Kandala and Bardarash IDP camps.
- Teams in Dohuk governorate are linking refugees to the health services, increasing both awareness of and access to existing facilities, as well as boosting refugees' knowledge of healthcare to support them to improve their own health status. PHCCs are supported as a part of this project in order to ensure their capacity to cope with increased patient load.
- 7 Mobile health teams in Dohuk, Ninewa, Bagdad and Najaf governorates reach IDP's living out of camps to provide a basic package of health care. This includes treatment, referral, pharmacy, and psychological support. One additional mobile team specifically focuses on the follow-up of patients in need of Mental Health support in Dohuk and Ninewa Governorates.

#### Water, Sanitation and Hygiene

- WASH activities are undertaken in Bardarash and Gawilan camps, with a programme of operation and maintenance, including community teams being created to support the work. Tool loan committees support camp inhabitants to be autonomous and self-reliant.
- Outside of camps, PUI is currently working in 10 villages where many displaced people have taken refuge around the Bardarash area with the aim to improve water supply and to spread hygiene messages. As part of the Mosul response, PUI is starting implementing a project with the aim to provide water, sanitation and hygiene support to potential IDPs coming out of Mosul, in Shekhan, Akre and Hamdaniya districts (in and out-of camp)

#### Education

- In Dohuk Governorate, non-camp activities focus on educational support for Syrian refugee children, in order to give them confidence and motivation not to drop out of school.

## Configuration of the mission

<b>BUDGET FORECAST 2015</b>	<b>\$8,500,000</b>
<b>BASES</b>	<b>5 BASES (ERBIL (COORDINATION ONLY), DOHUK, BARDARASH, BAGHDAD, NAJAF)</b>
<b>NUMBER OF EXPATRIATES</b>	23
<b>NUMBER OF NATIONAL STAFF</b>	280 (approximatively).
<b>NUMBER OF CURRENT PROJECTS</b>	10
<b>MAIN PARTNERS</b>	UNHCR, BPRM, ECHO, CDC, MCC, OFDA, SANOFI, AFD
<b>ACTIVITY SECTORS</b>	Health, WASH, Livelihoods, PSS
<b>EXPATRIATE TEAM ON-SITE</b>	Erbil Coordination: Head of Mission; Deputy HoM; Log Co.; Log Support; Pharmacy Manager (in Dohuk); Finance Co.; HR Co.; Medical Co.; Pharmacy Manager; AMEA Manager; Grants

Officer

Bardarash base: Field Coordinator, 3 Project Managers, Log Base, Admin Base.

Dohuk base: Field Co, 3 PMs, Admin Base.

South Iraq remote cell, Erbil: Field Co, Log Advisor, M&E Manager.

## Job Description

### Overall objective

The Administrator works in close collaboration with the Finance and Human Resources Coordinators in sound financial, accounting and budgetary management of the base as well as management of human resources, in compliance with the procedures of PUI and donors.

### Tasks and Responsibilities

**Human Resources:** He/She supervises the on-site activities related to administrative and human resource management with substantive support from the mission's Human Resources Coordinator (HR Co).

**Administrative and Financial Support:** He/She oversees administrative and financial questions at the site, and ensures compliance with relevant procedures, with substantive support from the mission's Finance Coordinator (Fin Co).

## Specific Goals and Related Activities

### 1. ENSURE HUMAN RESOURCE MANAGEMENT OF THE BASE

He/She works in collaboration with the HR Co to set up HR procedures and management tools in compliance with the labor regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in Dohuk base.

He/She implements HR rules, procedures and tools in Dohuk base regarding: new HR regulations, local staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records.

He/She ensures the administrative management of local staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.

He/She assumes or delegates responsibility for the integration of any new employees at the site, and ensures, in particular, that logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.

He/She suggests possible updates to HR policy in terms of rules, procedures and tools relating to recruitment, remuneration, administrative management, disciplinary aspects and management of individual career development within the organization.

He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.

He/She contributes to the organization of recruitment (advertisement, applications, and interviews) for all departments.

He/She participates in the hiring process, as well as in any decisions related to the termination of employment contracts of local personnel at the site.

He/She ensures compliance with PUI's Internal Rules of Procedure at the site.

He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.

He/She completes training programs for the local staff (logistical and administrative aspects) on an as needs basis.

He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Field Coordinator, 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.

### 2. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

He/She works in collaboration with the Fin Co to set up aspects relative to finances, including budgetary, accounting and treasury elements in Dohuk base.

He/She ensures the setting up and proper use of tools and procedures for financial, accounting and budget management in Dohuk base: accounting procedures, accounting records, SAGA, budget follow up, budget projections, cash forecasts, cash management and cash security.

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 site.

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 the Field Coordinator and to the Fin Co,

He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the Fin Co according to the agreed calendar, after endorsement by the Field Co.

Together with the Fin Co and the Field Co, he/she tracks the cash flow for his/her site, and oversees disbursements.

In coordination with Fin Co and the Field Co, he/she participates in the proposal process. He/she is in charge of developing the budget at base level (PUI and external format).

In coordination with the Fin Co, he/she develops the financial reports for the budgets of the base.

Together with the Fin Co and the Base Managers, he/she ensures that a system of internal oversight is in place at the site.

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.

He/She organizes and provides training to the administrative staff in Dohuk on these tools and procedures. He/she makes sure that these tools and procedures are understood and applied by the national staff.

He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.

He/She provides a technical support to Dohuk base regarding financial tools. He/she develops tools to perform the administrative service in Dohuk base.

Under the supervision of the Fin Co, he/she organizes the preparation of the audits.

### 3. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

He/She ensures efficient flow of information to the referent Coordinators, and, if necessary, to the Program team, to the Logistics team, and to the Head of Mission.

He/She drafts or participates in the drafting of reports on internal operations in all matters concerning his field of action in financial, budgetary, accounting and HR management of the mission.

He/She supports the Base Manager(s) in the performance of their admin activities, in a functional, not hierarchical, relationship.

He/She sends the internal and external reports to the immediate supervisor, while meeting internal deadlines for endorsement (monthly logistical reports / Accounting/ returns on budgetary monitoring / cash flow estimates).

He/She attends internal coordination meetings, and participates actively.

If necessary, he/she represents the association with partners, local authorities and various actors involved in the financial, administrative, legal and human resource aspects of the mission.

#### Context of the position

Base with multiple projects (emergency and development) and donors  
Important National HR volume  
Rapid response of Mosul's operations

#### Team Management

Number of people to manage and their position (expatriate/local staff):

Direct management: 2 local staff (Admin Assistant & HR Officer)

#### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management and/or Human Resources Management	Project management
<b>PROFESSIONAL EXPERIENCE</b> Humanitarian International Technical	Min. 1 year <i>A fortiori</i> X	
<b>KNOWLEDGE AND SKILLS</b>	Team Management Logistical skills Administrative and Management skills	Knowledge of procedures: institutional donors (UE, OFDA, ECHO, AAP, UN agencies ...)
<b>LANGUAGES</b> French English Other (to be specified)	X	X
<b>SOFTWARE</b> Pack Office Other (to be specified)	X (Excel compulsory)	Saga

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

Good stress management  
Resistance to pressure  
Analytical capability  
Organized and methodical  
Reliable  
Strong sense of responsibilities  
Strong listening and empathy skills  
Ability to adapt, manage priorities and be pragmatic  
Diplomatic and with a sense of negotiation  
Good communication skills  
Honesty and rigor  
Autonomous

## Proposed terms

### Status

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

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1 815 up to 2 145 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