

Preliminary Job Information

Job Title	HEAD OF MISSION
Country & Base of posting	MYANMAR, YANGON
Reports to	DESK MANAGER
Duration of Handover	10 days
Duration of Mission	12 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Myanmar (formerly known as Burma) was ruled by a military junta for decades. The first general election in 20 years was held in 2010. This was hailed by the junta as an important step in the transition from military rule to a civilian democracy. A civilian government led by President Thein Sein was installed in March 2011. Despite this inauspicious start to Myanmar's new post-junta phase, a series of reforms in the months since the new government took up office has led to hopes that decades of international isolation could be coming to an end. Myanmar still remains one of the poorest country in the world, ranking 171 in the GDP per capita worldwide and 149 in UNDP human development index. Although there is a lack of reliable health data, it is commonly agreed that Myanmar has some of the worst health indicators in South-East Asia. The ethnic areas, that have been off-access for decades, are amongst the most vulnerable regions in Myanmar with a very low literacy rate resulting in various challenges such education, health services, livelihood, and food insecurity. The largest ethnic group is the Bamar people. Bamar dominance over Karen, Shan, Rakhine, Mon, Rohyinga, Chin, Kachin and other minorities has been the source of considerable ethnic tensions and has fuelled intermittent protests and separatist rebellions. Military offensives against insurgents have uprooted many thousands of civilians. Ceasefire deals signed in late 2011 and early 2012 with rebels of the Karen and Shan ethnic groups suggested a new determination to end the long-running conflicts, as did Chinese-brokered talks with Kachin rebels in February 2013.

PUI's strategy/position in the country

PUI has worked for 12 years with various communities in Myanmar to improve access to primary healthcare and reproductive health services, as well as to promote appropriate practices for health and hygiene in remote areas and among vulnerable groups (mother and children, population at risk or with HIV/AIDS). In close collaboration with local health authorities, PUI contributes to develop community health networks, reinforce their capacities and strengthen their integration within the governmental health system. Innovative strategies such as mHealth (mobile health), as well as cultural and conflict-sensitive approaches are fostered to leverage the health services provided, overcome barriers that limit access and stimulate demand for services. While focusing mainly on health programmes in Myanmar, PUI always looks to develop an integrated approach to address health and its determinants, including water and sanitation, food security and livelihoods, to meet the needs of the most vulnerable.

History of the mission and current programs

In addition to building the capacity of Karen health workers since 1984 and provide primary healthcare to Burmese refugees in Thailand since 1995; PUI started its intervention inside Myanmar in 2001 through a memorandum of understanding with the ministry of health. It initially started in Dala township, a suburb of south Yangon sheltering about 100,000 inhabitants with a program aiming to improve water and sanitation, while empowering communities and supporting a community health network to provide education and to implement HIV prevention activities. The mission expanded in 2003 to the Wa special region 2 (Shan State), and in 2004 to the Northern Rakhine State (NRS) with a primary healthcare project. In 2008, in response to Nargis cyclone PUI implemented emergency response program in five South Yangon townships (Kawmhu, Kungyangon, Dala, Seikkyi and Twantay) including health service provision, disease surveillance, support for shelter rehabilitation, as well as distribution of food and hygiene kits.

Since January 2012, PUI is assisting displaced population and their host communities in Tanintharyi township. The project aims to improve access to primary healthcare and to raise awareness on health and hygiene issues through a comprehensive community empowerment approach. Committed to contribute to the reduction of maternal and child mortality, PUI works to strengthen the

community-based reproductive care, and provides maternal, neonatal and child health services through mobile clinics. PUI promotes skilled-assisted delivery and facilitates the referral of high risk women and obstetric and paediatric emergencies to the health facilities as well as a water and sanitation program.

Activities in the Kayin State started in late 2012, with the support of the Myanmar central and local authorities, and of the main Non State Actors. PUI started the intervention in Kawkaik Township with training of community health workers (CHW) and auxiliary midwives (AMW) to strengthen first aid and emergency care. PUI then launched a reproductive health project aiming at strengthening the capacities of the AMWs to provide quality reproductive care and follow-up, as well as to at facilitating link and referral to midwives and health facilities, using a mHealth approach. A livelihoods project and WASH are also starting to be implemented in the same zone.

Over the last 12 years, PUI has developed an extensive experience on healthcare and WASH programs' implementation in post-emergency situations with a view to lay the path to a development-orientated approach. PUI has also acquired a strong expertise in community based approaches, mother and child health and HIV/AIDS in Burma challenging environment.

Configuration of the Mission

BUDGET FORECAST 2016	2 million USD
BASES	- Yangon city: coordination office - Dala Township: South Yangon base office - Kawkaik: Kayin base - Hpa An: Kayin Base office
NUMBER OF EXPATRIATES	4
NUMBER OF NATIONAL STAFF	More than 150 national staff
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	Global Fund, WFP, UNICEF, Sanofi, Expertise France(5% Initiative)
ACTIVITY SECTORS	Health, WASH, FSL
EXPATRIATE TEAM ON-SITE	Head of Mission, Administrative and financial Coordinator, Program Coordinator, Medical Coordinator

Job Description

Overall objective

The Head of Mission is responsible for the smooth functioning and the development of the mission.

Tasks and Responsibilities

- ▶ **Safety** : He/She is responsible for the safety of the mission.
- ▶ **Programmes** : He/She coordinates the teams and ensures that the programmes associated with the mission are properly carried out. He/She also monitors needs and suggests new operations and development tracks for the mission.
- ▶ **Human Resources**: He/She ensures that the mission is adequately staffed and supervises the teams (defining objectives, monitoring).
- ▶ **Logistical, administrative and financial monitoring**: He/She ensures that logistical and administrative practices on site respect the procedures and formats of PUI and are in compliance with the rules of the Donors.
- ▶ **Medical and technical monitoring**: He/She ensures that medical and technical practices respect the PUI's procedures and formats and are in compliance with PUI's operation policy.
- ▶ **Representation** : He/She represents the association in its relations with partners, donors, the media and different authorities.
- ▶ **Relations with Headquarters**: He/She ensures that information is properly circulated between Headquarters and the field and ensures that due dates are respected.

Specific Goals and Related Activities

1. ENSURING THE SAFETY OF GOODS AND PEOPLE

- ▶ He/She ensures the PUI's safety management procedures and formats are on site throughout the mission.
- ▶ He/She ensures that safety plans for each base and each mission are up-to-date, known to and understood by everyone (expatriates and nationals).
- ▶ He/She ensures that material and personnel resources are sufficient to ensure the optimal safety of the teams, the material and the beneficiaries.
- ▶ He/She ensures that in case of a safety incident, the information concerning the incident is communicated, without delay, to the Desk Manager and in accordance with the existing format.
- ▶ He/She ensures that safety information is properly collected, analysed and that alerts or important information is effectively communicated (to the Headquarters and the field).

2. ENSURING PROGRAMMES ARE PROPERLY CARRIED OUT AND SUGGESTING NEW OPERATIONS

- ▶ He/She ensures that programmes are properly carried out (targets, monitoring of timetables, respect of activity schedules,

budgetary monitoring and contractual reports etc)

- ▶ He/She alerts the Desk Manager and the Program Officer in cases where there is a delay associated with a programme and suggests changes which could be made (in terms of activities, operation area, budget, schedule by which the programme is carried out etc).
- ▶ He/She establishes a formal coordination system on the field (interservice meetings, reports etc) and ensures that this coordination system is implemented on each base.
- ▶ He/She suggests new operations and has them authorized by the Desk Manager before submitting them to the backer. The documents associated with these new operations should be complete, should respect the PUI's internal procedure and should follow the format of the Donors and shall be sent to the Headquarters. He/She makes sure that the aforementioned documents subscribe to the PUI's mandate and to their operation policy and are in accordance with the strategy of the mission.
- ▶ When new operations are outlined, he/she ensures that operational means are well defined in order to allow for the programme and its subsequent monitoring to be well carried out.
- ▶ He/She initiates, organizes and ensures that the mission strategy is prepared, in coordinations with expatriate and local teams as well as with the Headquarters.
- ▶ He/She ensures that departmental action plans are effectively carried out and monitored and are on track to achieve the results defined within the framework of the mission program.

3. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS ON THE MISSION

- ▶ He/She supervises all local and international teams on the mission.
- ▶ He/She defines the mission's organization chart and submits it for authorization to the Desk Manager.
- ▶ He/She may be involved in the recruitment process of the national members of his/her team. He/She is informed of every decision to end an employment contract.
- ▶ He/She defines the objectives of each expatriate at the beginning of the mission and checks them regularly during, and at the end of the mission.
- ▶ He/She ensures that each member of staff (local and international) is evaluated at least once during the mission by his/her superior (by their direct supervisors).
- ▶ He/She briefs, or has someone else brief, each new member of staff, when they take on the job, on the context, the programmes and the strategies of the mission, as well as safety regulations, logistical and administrative procedures, financial management and human resources and the use of communication.
- ▶ He/She participates in the training of expatriate or local staff (organizational, methodological and potentially technical support and the organization of training etc) and recommends internal or external training procedures.
- ▶ He/She prepares, or has someone else prepare, the job descriptions of expatriates who need to be replaced or hired and communicates them in good time to the Headquarters (or ideally at the time when a new project proposal is sent to the Headquarters or 3 months before the replacement of an expatriate).
- ▶ He/She is particularly sensitive to managing the teams' stress. He/She monitors and authorizes holidays and also mediates potential conflicts, seeking appropriate support in case of an accident.
- ▶ He/She ensures the PUI's Internal Regulations are respected.
- ▶ He/She protects the PUI's image in the country and thus makes sure the entirety of the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.

4. ENSURING THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF THE MISSION

- ▶ He/She gives his/her consent for local aid purchases and submits some purchase requests to the Desk Manager for approval (in accordance with internal rules and the donor).
- ▶ He/She ensures that the PUI's logistical procedures (or those of the donor if they are stricter) are on site and monitored, especially for supplies, stock, management of the car park etc.
- ▶ He/She ensures that a supply plan (which respects the PUI's and the donor's format and rules) is prepared for each project and that it is updated as purchases are made.
- ▶ He/She supervises infrastructure and the entirety of the mission's equipment (vehicals, IT equipment, bureacratic equipment, radiocommunication and telecommunication equipment) and ensures they are properly utilized.
- ▶ He/She ensures that the PUI's administrative procedures (finance, HR etc) are on site and monitored.
- ▶ He/She is responsible for general cost optimization and ensures the financial supply of the mission (transfer requests, mission and supplier fees).
- ▶ He/She ensures that the mission's accounts are sent to the Headquarters within the timeframe defined.
- ▶ He/She ensures that the administration produces budgetary monitoring for each project and that this monitoring are made available and analyzed with the logistics department, program managers and technical managers.
- ▶ He/She informs the Headquarters of backer's transfers which are received on the field.
- ▶ He/She ensures that the PUI respects national law (right to work, taxes etc).
- ▶ He/She ensures that the PUI is registered in the country of operation.

5. ENSURING THE TECHNICAL AND MEDICAL MONITORING OF THE MISSION

- ▶ He/She ensures the respect of medical and technical practices, in conformity with the mandate and operation policy of the association by guaranteeing a permanent connection between the different coordinators/medical and technical employees with their representative at the Headquarters.
- ▶ He/She ensures that the strategy of the mission and the programmes respects the medical and technical regulation of the association.

<p>6. ENSURING THE REPRESENTATION OF THE PUI</p> <ul style="list-style-type: none"> ▶ He/She represents the association locally amongst funds donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Manager in his/her periodical report, communicated ad-hoc when necessary. ▶ He/She participates in important coordination meetings and is an active attendee of these meetings. ▶ He/She is responsible for communication in general and more specifically with the media. ▶ He/She may be called to travel within the region to meet the PUI's partners.
<p>7. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION</p> <ul style="list-style-type: none"> ▶ He/She keeps his/herself informed of changes in the humanitarian and political context of the country and the region. ▶ He/She participates in the development of the mission by securing close contact with bilateral and multilateral funds backers, of whom he/she knows the policy (operation strategy, financing policy and modalities, in compliance with the Associative Project of the PUI). ▶ He/She communicates the Mission Strategy (in external version) to the donors in order that they know the PUI's activities and positioning. ▶ He/She is responsible for the development of the mission. Thus, he/she ensures humanitarian supervision and begins new development tracks in accordance with needs. ▶ He/She may be called for ad-hoc support in the region.
<p>8. ENSURING RELATIONS WITH THE HEADQUARTERS</p> <ul style="list-style-type: none"> ▶ He/She is the main link between the Headquarters and the mission. ▶ He/She sends internal and external reports to the Headquarters, respecting internal authorization timeframes (sitrep, incident report) and external contractual due dates (project reports). ▶ He/She has security plans authorized by the Desk Manager and consults him/her for any decision concerning security. ▶ He/She regularly takes stock of each expatriate team member and defines his/her needs in terms of training (timing, profile, personality etc) with the HR manager. ▶ He/She ensures information from the Headquarters is circulated on the field and vice versa (monthly and ad-hoc sitrep). ▶ He/She ensures the link between the mission's coordinator and the service at the Headquarters.
<p>Focus on 3 priority activities relating to the context of the mission</p> <ul style="list-style-type: none"> ▶ To strengthen functioning of the mission and its structure ▶ To maintain representation of PUI in different group and cluster ▶ To lead PUI strategy building process
<p>Team Management</p> <p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> ▶ Direct management: 4 ▶ Indirect management: 200 staffs

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project management ▶ Education in Agriculture/Watsan /Public Health/Other ▶ Financial Management ▶ Human Resource Management ▶ Logistics and Security
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 3 years of humanitarian experience in project co-ordination. ▶ Successful experience in expatriate team management and multi-sector programmes. ▶ <i>A fortiori</i> 	<ul style="list-style-type: none"> ▶ Previous experience as Head of Mission in an NGO or OSI_ ▶ Experience with the PUI ▶ Experience in security management ▶ Experience in project progression.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Team management ▶ Project management ▶ Detailed knowledge of the donors (OFDA, ECHO, UN agencies, EuropeAid, AAP...) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances.
LANGUAGES		
<ul style="list-style-type: none"> ▶ French 	X	

<ul style="list-style-type: none"> ▶ English ▶ Other (to be specified) 	X	
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	

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

- ▶ Leadership skills and the ability to make decisions
- ▶ Trustworthiness and a sense of responsibility
- ▶ Charisma and the ability to awake enthusiasm for the work the project involves
- ▶ Ability to use authority, when necessary
- ▶ Analysis and synthesis abilities (discernment, pragmatism)
- ▶ Ability to adapt
- ▶ Organisational skills, ability to be thorough and respect due dates
- ▶ Strong listening and negotiation skills
- ▶ Good people and communication skills
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and particularly in unstable circumstances

Other

- ▶ Mobility: Extensive travel may be required

Conditions

Status

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

Salary package

- ▶ **MONTHLY GROSS INCOME**: from 2 420 up to 2 750 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Costs Covered

- ▶ **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
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months