

JOB DESCRIPTION

Preliminary job information	
Job Title	DEPUTY HEAD OF MISSION- PROGRAMS
Country and Base of posting	IRAQ, ERBIL
Reports to	HEAD OF MISSION
Creation / Replacement (incl. name)	Replacement/Division of DHoM position
Duration of Mission	12 months
General information on the mission	
Context	
<p>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.</p> <p>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.</p> <p>Iraq as a whole 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.</p> <p>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.</p> <p>The majority of the IDP population (nearly 800,000 people) was 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.</p> <p>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.</p> <p>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.</p>	
PUI's strategy/position in the country	
<p>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 where national services are too overstretched to meet their needs., This is being done through static Primary Healthcare Centres (PHCCs) in camps, mobile health and surveillance teams (MHT), and outreach interventions. In Dohuk PUI has reached over 50,000 IDPs and 30,000 Refugees, in Ninewa 12,000 IDPs and 7,000 Refugees and in Najaf reaching 24,000 IDPs. PUI has a multi-sectorial response to meeting the needs of IDPs/Refugees including Water, Sanitation and Hygiene (WASH), camp maintenance, emergency latrine building, tool loan committees and hygiene kit distributions to IDPs and refugees to improve their health outcomes by improving living conditions and hygiene behaviours. In addition, we run mental health and psychosocial support (MHPSS) services via our mobile teams, and awareness of MHPSS and protection issues is being increased through outreach workers</p>	

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, MHPSS, and protection as complementary interventions, in both urban and rural areas. Working in Ninewa, Dohuk, Bardarash, Najaf and Baghdad allows a comprehensive, fast, response to movement by IDPs out of Mosul, Sinjar, and 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 rapidly, 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 works 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 launch a response 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

PUI support the primary health care needs of over 90,000 people across three governorates of Iraq and KRI. In KRI PUI run Primary Health Care Clinics (PHCCs), delivering a comprehensive package of care to the Syrian refugee and IDP communities, in Bajet Kandala and Bardarash camps. Basic health care, including treatment, referral, basic laboratory testing, and pharmacy is provided directly. PUI also oversees the preventive health services which are implemented by UN-funded DoH teams including early vaccination and reproductive health. Additionally 4 Mobile Health Teams provide basic primary health care to hard-to-reach communities of IDPs who have no access to the local health care system, in Dohuk, Ninewa and Najaf Governorates. Treatment, referral and pharmacy services are provided, plus MHPSS and health and hygiene messaging.

Teams in Dohuk governorate are linking Syrian refugees to the health service, increasing both awareness of and access to health services, as well as boosting refugees' knowledge of healthcare to support them to improve their own health status, with a specific focus on chronic diseases and pregnant and lactating women. Local health systems are support by donations of medications and embedded focal points for follow up of patients.

PUI supports IDPs and returnees in Baghdad to improve their livelihood outlook through a package of vocational training and professional tool kit distributions. Greenhouses are being built, including seedlings and tools for growing, in Baghdad for a combination of IDP and host communities to promote community inclusion and provide additional income for vulnerable families. There are 15 greenhouses, in 5 locations, with 20 families benefiting from each one. Distributions of NFI kits are on-going for IDPs in both Najaf and Baghdad delivering cooking kits, water storage containers, hygiene kits, including feminine kits. WASH activities are undertaken in Bardarash and Gawilan camp, with a programme of operation and maintenance, and community teams being created to support the work. Tool loan committees support camp inhabitants to be autonomous and self-reliant.

Ninewa hosts the highest number of IDPs, 461,766, of any Iraqi governorate, the majority of which are displaced from within Ninewa itself, 438,294. In Mosul, approximately 800,000 civilians are thought to be trapped in the western sections of the city. Due to severe fighting over the first quarter of the 2017, residents are increasingly seeking sanctuary elsewhere. Salamiyah, located south of Mosul and east of the Tigris River, has very limited health services. PUI is participating in the humanitarian response to the Mosul crisis, in partnership with DoH Ninewa, setting up a PHCC in Salamiyah camp to provide primary healthcare to displaced people from the fighting in the nearby Mosul city. It is expected to meet the needs of an estimated 27 000 IDPs.

Configuration of the mission

BUDGET FORECAST 2015	\$8,500,000
BASES	5 BASES (ERBIL (COORDINATION ONLY), DOHUK, BARDARASH, BAGHDAD, NAJAF, ANBAR)
NUMBER OF EXPATRIATES	19
NUMBER OF NATIONAL STAFF	230 aprox.
NUMBER OF CURRENT PROJECTS	8

MAIN PARTNERS	UNHCR, WHO, BPRM, ECHO, CDC, OFDA, Sanofi, OCHA
ACTIVITY SECTORS	Health, WASH, Livelihoods, PSS
Coordination Team on-site:	Erbil Coordination: Head of Mission, Deputy HoM, Log Supply Chain Manager, Finance Co, HR Co, Grants Officer, Medical Co, Logistics Coordinator (vacant) Bardarash base: Field Coordinator, 2 Project Managers, Log Base, Admin Base Dohuk base: Field Co, 2 Project Managers, Log Base (nat), Admin Base, Pharmacy Manager, South Iraq remote cell, Erbil: CSI Field co., AMEA Manager (in Erbil)

Job Description

Overall objective

The Deputy Head of Mission for Programs ensures the daily functioning of the mission, is responsible for the successful operation of programmes, and reports to the Head of Mission, in whose absence the Deputy may provide interim coverage.

Tasks and responsibilities

- **Programs:** He/She coordinates support teams and ensures the efficient implementation of programs, monitors needs and proposes new interventions to the Head of Mission.
- **Medical and technical monitoring:** He/She ensures that WaSh, Shelter and medical technical practices comply with PUI procedures, follow PUI standards and formats, and are in accordance with donor rules and regulations.
- **Assessment:** He/She lead multy-sectorial and technical assessment exercise
- **MEAL:** He/She control all Monitoring, Evaluation, Accountability and Learning process on the mission
- **Logistic, administrative, and financial monitoring:** He/She contribute with the Deputy Head of mission Support that current administrative and logistics procedures follow PUI standards and formats, and are in accordance with donor rules and regulations
- **Human Resources:** He/She supervises the Grant Officer, KRI AMEA Manager and Medical Coordinator.
- **Security:** He/She assists the Head of Mission in analysis and management of mission security.
- **Relationship with headquarters:** He/She assists the Head of Mission in effectively circulating information between headquarters and the field, and ensures compliance with deadlines.
- **Representation:** He/She assists the Head of Mission in representing the organization to partners, donors and various authorities.

Specific objectives and related activities

1. ENSURE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- He/She ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule of activities, budget monitoring, contractual report . . .) and reports to the Head of Mission who confirms.
- He/she alerts the Head of Mission in cases where discrepancies in the execution of programs would be identified and proposes adjustments (at the level of activities, intervention area, budget, implementation schedule . . .)
- He/she monitors humanitarian needs assessments and proposes new interventions to the Head of Mission.
- He/She organize project design and proposal writing and Kick off meeting exercise.
- He/She initiate national coordination in the field (inter-departmental meetings, reports . . .)
- He/She assist the Head of Mission in preparing mission strategy.

2. ENSURE WASH SHELTER and MEDICAL TECHNICAL MONITORING OF THE MISSION

- He/She ensures compliance with PUI technical practices in accordance with the mandate, intervention policy of the organization by providing a permanent connection between various coordinators and technical officers with their interlocutor at headquarters.

3. LEAD ASSESSMENT ON THE FIELD

- He/She leads multi-sectorial assessment exercises. Identifies location, organizes preparations and surveys, trains teams, leads implementations, participates in analysis and findings, finalizes report and is in charge of their dissemination internally and externally.
- He/she leads technical assessments in close collaboration with technical Coordinator or Advisor. He/She identifies location, organizes preparations and surveys, trains teams, leads implementations, participates in analysis and findings, finalizes reports and is in charge of their dissemination internally and externally.

4. OVERSEES MONITORING&EVALUATION, ACCOUNTABILITY AND LEARNING PROCESS

- He/She controls all Monitoring, Evaluation, Accountability process on the mission following the MEA framework of the mission.
- He/She organizes the learning process, establishing lists of lessons learn, participates in the analysis, and disseminatse afterwards.
- He/She directly manages the AMEA Manager in KRI and has strong technical link with AMEA Manager in CSI.
- He/she controls and gives guidance to AMEA manager to ensure proper Program archiving on every base.

<p>5. PARTICIPATE IN LOGISTIC AND ADMINISTRATIVE MONITORING OF THE MISSION</p> <ul style="list-style-type: none"> ➤ He/She contribute with the DHOM support that PUI logistics procurement is efficient and following procedure, format as well as PUI and donor rules/regulations . He/She ensures that a procurement plan (in compliance with the format as well as PUI and donor rules/regulations) is prepared for each project and updated accordingly. ➤ He/She participates - with logistics, program managers, and technical managers - in analysis of budget monitoring for each project and supervises preparation of expenditure estimates. ➤ He/She participate in the mission and departement structuration. He she evaluate and participate in traning exercise, capacity building and HR Nationalizatioon strategy.
<p>6. HUMAN RESOURCES - TRAIN AND SUPERVISE TEAMS</p> <ul style="list-style-type: none"> ➤ He/She supports the HR Coordinator and assists in completing program training of expatriate and local personnel (organizational, methodological, possibly technical support, organization for training . . .) and recommends internal or external training programs. ➤ He/She oversees the implementation of PUI Iraq's HR Strategy in order to encourage and support internal and professional development of both local and exaptrate staff alike ➤ He/She carries out interview assessments of expatriates and disseminates findings to the Head of Mission.
<p>7. ASSIST HEAD OF MISSION TO ENSURE SECURITY OF ASSETS AND PERSONS</p> <ul style="list-style-type: none"> ➤ He/She ensures efficient data-collection security, their analysis and appropriate dissemination of alerts or important information ➤ He/She may act a back up Security Focal Point for bases or the mission in the absence of the Head of Mission
<p>8. ASSIST HEAD OF MISSION IN LIAISONS WITH HEADQUARTERS</p> <ul style="list-style-type: none"> ➤ He/She prepares SitRep and external reports and submits them for confirmation to the Head of Mission by complying with internal confirmation deadlines and external contracts expiration dates (project reports). ➤ After confirmation by the Head of Mission, he/she send internal and external reports to headquarters. ➤ He/She will be responisble to manage constant communication with the Programme Manager at HQ.
<p>9. ENSURE PUI REPRESENTATION</p> <ul style="list-style-type: none"> ➤ At the request of the Head of Mission, he/she represents the organization locally to donors, NGOs, International Organizations and local authorities, and reports interview findings to the HoM. ➤ He/She participates as an active member in coordination meetings.

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Bachelor in International relations, Political sciences, international development, social sciences or any other relevant field 	<ul style="list-style-type: none"> ▶ Project cycle management ▶ Training in Agro / Watsan / public health / Other
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Minimum of 2 years in programme coordination experience ▶ Experience in Multi sectorial assessment ▶ Experience in MEAL ▶ Successful experience in expatriate team management and multi-sectorial programs ▶ Knowledge of medical programs, WASH, Agro, Livelyhood... 	<ul style="list-style-type: none"> ▶ Project evaluation experience ▶ Experience with PUI ▶ Experience in security management
KNOWLEDGES AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills in English ▶ Detailed knowledge of donors (BPRM, ECHO, OFDA, AFD, CDC, UN agencies, etc) ▶ Good knowledge on Middle East context 	<ul style="list-style-type: none"> ▶ Excellent writing skills in French
LANGUAGES		
<ul style="list-style-type: none"> ▶ English ▶ Arabic ▶ French 	X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	
Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)		
<ul style="list-style-type: none"> ➤ Leadership and ability to make decisions ➤ Ability to be assertive, if necessary ➤ Ability to analyze (judgment, practicality) and to synthesize ➤ Ability to adapt ➤ Organization, discipline, and compliance with deadlines 		

- Outstanding ability to listen and negotiate
- Good interpersonal and communication skills
- Calm and composed
- Ability to work under stress in general, and in emergency situations in particular

Proposed terms

Status

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

Compensation

- ▶ **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

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