JOB DESCRIPTION

Preliminary job information	
Job Title	**DEPUTY HEAD OF MISSION - PROGRAMMES**
Country and Base of posting	**LEBANON, BEIRUT**
Reports to	**HEAD OF MISSION**
Creation / Replacement	Replacement
Duration of Mission	6 months (to be renewed)

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 affected 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 sixth 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 Syria1. The Security Council also expressed concern over border violations including the presence of terrorists and violent extremist groups in Lebanese territory2. Since the beginning of March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization 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 labor, 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 authorize 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 spill over 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 (Akkar), Mount Lebanon and South (Saida) of Lebanon.
In 2017/2018 strategy, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programmatic objectives:

[1] UNFPA Regional Situation Report For Syria Crisis, Issue no. 31, 1-31 March, available on line https://data.unhcr.org/syrianrefugees/documents.php?page=1&view=grid&Org%5B%5D=196 consulted on 22/04/2015
[2] Ibid.

- To scaling up the new Health strategy increasing the access to the Primary Health cares for the most vulnerable population
- To reinforce the integrated approach at mission level proposing a package of activities transversal to all sectors (Shelter, Infrastructure, Health, Protection and Education) in order to develop and strengthen the community-level infrastructures, to support household-level economic survival and well-being with regards to specific poor and vulnerable groups.

History of the mission and current programs

Première Urgence Internationale (PUI) is a non-governmental, non-profit and non-religious international aid organization.

PUI´s teams are committed to supporting civilian victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by responding to their fundamental needs. Its aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI implements 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 operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen.

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. 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.

Configuration of the Mission

BUDGET FORECAST 2017	**10.000.000 EUROS**
BASES	**BEIRUT (COORDINATION AND OPERATIONAL BASE), SOUTH (SAIDA), NORTH/AKKAR (HALBA)**
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	170
NUMBER OF CURRENT PROJECTS	8
MAIN PARTNERS	BPRM, AFD, EUROPEAID, UNHCR, WFP, CDC
ACTIVITY SECTORS	Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection
EXPATRIATE TEAM ON-SITE	Head of Mission, Deputy Head of Mission for Programs, Human Resources Coordinator, LogCo and one supervisor, three Technical Coordinators (Health, Shelter and MEAL), Grants Officer, three Field Coordinators and one Base Programs Coordinator, one Protection Manager and one Logistic Manager

Job Description

Overall objective

Under the supervision of the Head of Mission, the Deputy Head of Mission for Programs (DHoMP) is responsible for the implementation of the programs across the different bases ensuring the steering and the development of a pertinent, appropriate and technically sound overall strategy. Working closely with the Technical Coordinators per sector he/she ensures a quality intervention all through the project cycle management. He/She effectively liaises with the support departments to contribute to the financial control for the programs, to the HR program staff management and to the logistic department to guarantee the implementation of the programs. He/She supports the HoM within the technical representation and positioning of PUI in the country.

Tasks and responsibilities

- **Programs**: He/She is in charge of the programs implementation, ensuring that programs progress in accordance with PUI charter and complying with internal technical guidelines and contractual procedures. He/ she is responsible for the follow up of programs achievement at mission level. .
- **Development/Strategy:** He/She leads the needs and gaps analysis, and suggests new operations according to the needs identified in direct coordination with the Field and Technical Coordinators
- **Human resources**: He/She manages directly the technical coordination team and ensures that the Field Coordinators and Base Programme Coordinators are properly supported by them.
- **Representation**: By delegation from the Head of Mission, he/she ensures and coordinates PUI's representation at national level among partners, donors and authorities. He/ she participates in technical forums (Working groups)
- **Coordination**: He/She ensures the effective interaction between the technical coordination team and the bases. He/She also ensures that the technical coordination department is properly liaising with the support coordinators.
- **Logistics, administrative and financial monitoring**: He/She is involved in direct collaboration with the technical coordinators in the global oversight of links between programs departments and logistics and administrative departments. He/She guarantees that the implementation of all activities is done while respecting all internal and external logistics and administrative frames.

Specific objectives and related activities

1. SUPERVISISING THE PROGRAMS, ENSURING THE MAXIMUM IMPACT AND THE QUALITY OF ALL PROGRAMME ACTIVITIES, IN LINE WITH THE MISSION STRATEGY

- He/She ensures that programs are properly carried out and monitored, based on close follow up of activities, and reports to the HoM any problems faced along with proposed solutions.
- He/She ensures the support and appropriate feedback of the technical team to the bases.
- He/She leads the integration of quality and accountability principles into the project cycle management and through the technical team.
- He/ She is responsible for harmonized approach with development of technical SoPs.
- He/She ensures the appropriate MEAL (monitoring, evaluation, accountability and learning) system and methodologies are in place and in accordance with the technical coordinators leads the development and capitalization of a technical knowledge for every sector reinforcing the information management approach.
- In strong collaboration with the HoM and conforming to the country strategy, he/she contributes to the fund development of the mission, identifying needs and potential interventions as well as analyzing donor´s positioning and opportunities
- He/she leads the full development of concept notes, proposals and reporting, working in close collaboration with the grants unit, the HoM and the support team and liaising with the HQ team.
- He/she participates in internal coordination meetings and is an active attendee of these meetings.

2. LEADING THE TECHNICAL DEVELOPMENT PROCESS WITH FOCUS ON ROBUST AND APPROPRIATE PROGRAMMATIC STRATEGY ENHANCING INTEGRATION, INNOVATION, QUALITY AND ACCOUNTABILITY

- He / she provides a needs and gaps analysis of humanitarian situation in the country
- He/ she is responsible for methodology validation in the need assessments
- He/She leads the development of the country strategy of the mission in close collaboration and consultation with the HoM contributing to its country strategy, through the facilitation of a consultative process, including the technical team within the coordination and the bases.
- He/She ensures a continuous and sound needs analysis, ensuring that PUI technical strategy adequately responds to them.
- He/She ensures the integration of core humanitarian principles throughout the project cycle management, by ensuring that the appropriate structures, capacities, methodologies and processes are in place within the programs department.
- He/She ensures that the technical coordination team contributes to PUI´s expertise in the different intervention sectors, by analyzing and systematically building on lessons learnt, good practices and recommendations issues from monitoring and evaluation.
- He/She ensures the development of an integrated approaches responding to the needs of the population mainstreaming cross-cutting themes.
- In collaboration with the HoM, HQ and the technical team, he/she leads processes including technical innovations, specific analysis and researches which enhance the technical expertise and positioning of PUI in the country and globally.

3. SUPERVISING AND MANAGING LOCAL AND INTERNATIONAL PROGRAM TEAMS

- He/She is the direct manager of the technical coordinators (MEAL Coordinator, Shelter& Infrastructures coordinator, Health Coordinator, Grants Officer)
- He. She makes sure that and the indirect manager of all program staff at mission level directly participating and being involved in the program staff evaluation performance if needed or requested
- He/she writes and technically validates job descriptions which he/she submits for approval to the HoM., and defines priorities and activity schedules.
- He/She supports the technical coordinators in scaling the program staff at coordination and base levels and may be involved in related recruitment processes.
- He/She ensures and/or supervises the continued capacity building of the local and "international' members of the program teams (organizational, methodological and potentially technical support) and is directly involved in the identification of training needs and recommends training action internally or externally.

4. EXTERNAL COORDINATION: ENSURING THE PROGRAM REPRESENTATION OF PUI

- He/ she participates in humanitarian Coordination Forums (Working groups) and laises with other partners
- Upon request from the HoM, he/she participates in external coordination meetings with donors and humanitarian partners and is an active attendee of these meetings.
- He/She coordinates the technical representation (with his/her teams) of the PUI among partners, donors and different authorities.
- He/she contributes to the development and implementation of the communication and advocacy strategy of the mission, as required.
- He/she contributes to the development and implementation of the partnership strategy of the mission, as required

5. INTERNAL COORDINATION : AKING SURE PROCEDURES ARE RESPECTED AND FACILITATING THE LOGISTICS, ADMINISTRATIVE AND FINANCIAL MONITORING OF HIS/HER OPERATION AREA

- He/ She coordinates closely with the Admin,Finances, Logistics and HR department to ensure smooth implementation of activities (procurement, recruitment, proposes allocation of resources)
- He/She leads the grants review meetings and follows with extra care the multi-base projects as programmatic meeting where all departments are represented
- He/ She coleads the Financial Follow Up meetings along with the Admin and Finance coordinator (Monthly bases)

- He/ she makes sure that internal procedures are respected In terms of logistical, administrative and financial monitoring, he/she is involved to the extent at which his/her involvement effects the realization of programmes.
- He/She ensures (in link with Field Coordinators and Support coordinators) that program teams at all levels within the mission benefit from appropriate overall means

Focus on 4 priority activities related to the context of the mission

- Reinforcing the monitoring methodologies, processes, responsibilities and activities strongly supporting a based results oriented approach for its programs, with clear updated SoPs, processes and methodologies
- Proposal (ToR, support field teams) and supervision of needs assessments
- Active participation in external coordination forums with strong leadership in PUI's sectors of intervention
- Building a deeper analytical capacity within the Senior Management Team (Coordination Team and Field Coordinators) in order to reinforce the mission strategy at country level

Team management

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

- Direct management : 3 Technical Coordinators and 1 Grants Officer
- Indirect management and support : Field Coordinators, Base Program Coordinators, and Project Managers

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	▸ Project management	▸ Training in WASH / PSS/Education, Shelter / Food Security and/or Public Health
PROFESSIONAL EXPERIENCE ▸ Humanitarian ▸ International ▸ Technical	▸ Min. 4 years managing humanitarian projects (among which at least 2 years in coordination position) ▸ Very strong experience in donor project management (formats, guidelines etc.) ▸ Experience in assessing needs ▸ Successful experience in expatriate team management and the management of multisectorial programs ▸ Knowledge of at least two sectors implemented by the mission	▸ Experience with PUI ▸ Experience in stressful working environment
KNOWLEDGES AND SKILLS	▸ Excellent writing skills ▸ Project management ▸ Team management ▸ Good knowledge of donor's procedures (BPRM, ECHO, UN agencies etc.)	▸ Ability to work in volatile circumstances
LANGUAGES		
▸ French		X
▸ English	X	
▸ Arabic		X
SOFTWARE		
▸ Pack Office :	X	
- advanced level for excel,	X	X
- database management)		X
▸ GIS skills		

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

- Leadership skills and ability to make decisions
- Analysis (discernment, pragmatism) and synthesis abilities
- Flexibility
- Organization, rigor and respect of due dates
- Great ability to listen and to negotiate
- Good communication skills
- Ability to remain calm and level-headed
- Able to work in stressful conditions and with many tasks to accomplish at the same moment

Conditions

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 private house compliant with PUI Lebanon mission standard.
- **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