



JOB DESCRIPTION

Preliminary job information

Job Title	FIELD COORDINATOR BARDARASH
Country and Base of posting	IRAQI KURDISTAN, DOHUK GOVERNORATE – BARDARASH
Reports to	HEAD OF MISSION
Duration of Handover	1 week
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 21 countries – in Africa, Asia, Middle East, 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, Nineva 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 Mosul 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 Nineva 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 Nineva 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

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 Gawilan, 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 psychological support 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.

Configuration of the mission

BUDGET FORECAST 2015	\$8,500,000
BASES	5 BASES (ERBIL (COORDINATION ONLY), DOHK, BARDARASH, BAGHDAD, NAJAF)
NUMBER OF EXPATRIATES	27
NUMBER OF NATIONAL STAFF	220 (approximatively).
NUMBER OF CURRENT PROJECTS	10

MAIN PARTNERS	UNHCR, BPRM, ECHO, CDC, MCC, OFDA, PACA Region, SANOFI, AFD
ACTIVITY SECTORS	Health, WASH, Livelihoods, NFI.
EXPATRIATE TEAM ON-SITE	Erbil Coordination: Head of Mission (vacant); Deputy HoM; Log Co.; Log Support; Pharmacy Manager; Finance Co.; HR Co.; Admin Support; Medical Co.; Pharmacy Manager; Programme Co (vacant); AMEA Manager (vacant); Grants Officer Bardarash base: Field Coordinator, 3 Project Managers, Log Base, Admin Base. Dohuk base: Field Co, 3 PMs, Log Base, Admin Base. South Iraq remote cell, Erbil: Field Co, Log/Admin Base, M&E Manager.

Job Description

Overall objective

As a delegated head of mission on his/her base, the field coordinator is responsible for the proper functioning of the base: security mitigation; implementation and development of programs; supervision of support services; representation with local stakeholders; liaison with coordination.

Tasks and Responsibilities

- ▶ **Safety:** In collaboration with the head of mission and with the support of the logistic coordinator, he/she is responsible for the safety of the site.
- ▶ **Programmes:** He/She is accountable for an adequate definition and efficient implementation of the projects. S/he ensures the coordination between the support team (administration and logistics), programmes coordinator in order to timely and qualitatively guarantee that the objectives and results of all projects are reached. S/He preventively identifies issues, gaps and delays that may impede the correct implementation of the projects and proposes mitigation plan to the head of mission.
- ▶ **Human Resources:** He/She supervises all the teams on base, composed of national and international staff and participates to recruitments, briefings and follow-up.
- ▶ **Logistical, administrative and financial support:** He/She oversees the logistical, administrative and financial components of the base for the purpose of programme implementation, and ensures compliance with the relevant procedures, with substantive support from the logistics and administrative coordinators based in Erbil and of their counterparts at base level.
- ▶ **Representation:** He/She represents PUI with the stakeholders (such as donors, authorities, international/local NGOs).
- ▶ **Coordination:** He/She centralises and disseminates information from/to the site, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the head of mission.
- ▶ **Assessment/Strategy:** He/She participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.

Specific goals and related activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE

- ▶ He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriate and national staff). He is responsible for security-related mitigations are set up and implemented.
- ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

2. ENSURE THE IMPLEMENTATION OF PROGRAMMES AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programmes on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, follows it up (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ He/She ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.
- ▶ He/She proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ He/She is involved in identifying needs on the basis of needs assessment's terms of references.

- ▶ When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI.
- ▶ He/She participates in the strategy development exercise of the mission.

3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE SITE

- ▶ He/She supervises all national and international teams on the site.
- ▶ He/She line manages the expatriate team on site: 3 project managers, 1 logistic manager, 1 admin manager.
- ▶ He/She guides the work of the expatriates at the site, tracks the realisation of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- ▶ He/She ensures compliance with the internal rules of procedure of PUI on the site.
- ▶ He/She oversees administrative management of local personnel, in particular: payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.
- ▶ He/She makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of programme implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She completes training programmes for expatriate and local staff (organisational support, methodology, technical support as the case may be organisation of training sessions...).
- ▶ He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor.
- ▶ He/She prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the technical managers at his/her site, and forwards them for endorsement to the administrative coordinator, and to any other potentially relevant party (depending on the position).
- ▶ He/She constructs the organisational chart of the base, and has it endorsed by his/her immediate supervisor and the administrative coordinator.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor 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 organisation, and with full respect for the local culture.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITE

- ▶ He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the administrative coordinator each month, while making sure that all donors' and internal procedures are respected, and that commitments are in line with available budgets.
- ▶ He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.
- ▶ He/She ensures adequate storage arrangements for all property and equipment.
- ▶ He/She ensures proper delivery of all purchases planned for the operational sites.
- ▶ He/She is responsible for cost optimisation; 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 his/her immediate supervisor and financial coordinator.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the administrative coordinator according to the agreed calendar.
- ▶ Together with the financial coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the financial coordinator, 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 supports admin staff in bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.

5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE

- ▶ He/She represents the association in front of local actors, whether they are official or not, and ensures that good relations are

maintained with each of them in compliance with PUI's principles of neutrality and independence.

- ▶ He/She attends main coordination meetings when they take place, and participates actively.
- ▶ In the event of visits from donors, he/she participates in the organisation and implementation of the visit.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She is responsible for writing donor reports for programs implemented on his/her site; reports which are wholly or partly drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).
- ▶ He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (situation report, incident report) and external contractual deadlines (project reports).
- ▶ He/She organises the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc situation reporting).
- ▶ He/She leads internal coordination meetings and participates actively.

Focus on 3 priorities activities related to the context of the mission

- ▶ Initiates and supervises the ongoing strengthening of Admin and Log department
- ▶ Ensures that appropriate security conditions are maintained
- ▶ Ensures that needs in the area of operation are followed up and evaluated regularly. Participates in the strategy implementation.

Team Management

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

- ▶ Direct management:
 - Expatriates: project managers (3), logistician (1), administrator (1)
 - National staff: assessment-monitoring-evaluation-accountability officer (1)
- ▶ Indirect management: approximately 120 persons

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Master or equivalent in social science, political science, program management, international development or related fields. 	<ul style="list-style-type: none"> ▶ Experience in Project & Safety Management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical <ul style="list-style-type: none"> ▶ At least 3 years of experience in projects development/implementation (2M€ yearly budget); ▶ Strong experience in Budget/Finance Management (cost-efficiency) ▶ Experience working with a variety of donors; 	<ul style="list-style-type: none"> ▶ Experience with qualitative and quantitative data collection and analysis methodologies required; ▶ Extensive training skills and experience building national staff capacity;
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Project Management skills ▶ Team Management. ▶ Ability to represent PUI as per the recommendations of the head of mission and ensure an efficient and proactive coordination with other actors. 	<ul style="list-style-type: none"> ▶ Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies ...) ▶ Excellent writing skills
LANGUAGES	X	X
▶ English		
▶ Arabic		

► Kurdish (Badini/Komanji/Sorani)		X
► French		X
SOFTWARE	X	ArcGis / Google Earth

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

- Ability to work independently while taking initiatives and showing a sense of responsibility
- Ability to withstand pressure. Good stress management.
- Sense of diplomacy.
- Good communication skills
- Analytical skills.
- Capacity to adapt and show organisational flexibility.
- Organisation, rigour and ability to meet deadlines.
- Ability to work and manage affairs professionally and with maturity.
- Ability to represent the activities and the mandate of PUI before local authorities.
- Ability to integrate the local environment into operations, in its political, economic and historical dimensions.
- Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies.

Conditions	
Status	<ul style="list-style-type: none"> ► EMPLOYED with a Fixed-Term Contract.
Salary package	<ul style="list-style-type: none"> ► MONTHLY GROSS INCOME: from 2 200 up to 2530 Euros depending on the experience in international solidarity + 50 euros per semester seniority with PUI.
Costs 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.