

Preliminary Job Information

Job Title	FIELD COORDINATOR
Country & Base of posting	LEBANON , BEIRUT BASE
Reports to	HEAD OF MISSION
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.

As the Syrian Crisis is in its sixth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 4.5 million refugees from Syria have fled to neighbouring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt.

After Turkey, Lebanon is the second host country for Syrian refugees with over 1.125 million refugees registered for an overall population of less than 4.5 million (Source: LCRP 2016). 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. Although Lebanon remains stable and Lebanese institutions are expected to function again after election of a new president in November 2016, increasing tensions between communities are also expected, in line with the decisions made in 2015 to put a limitation to the registration and movements of refugees.

Due to some concern of infiltration of terrorist groups in Lebanon, in 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 either. Since then, 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 cause an increased economic strain on the families, although the ban on work has been left (for occupations related to construction, agriculture and maintenance only) in 2016.

As the Syrian crisis is now protracted, with unprecedented number of civilians affected by the constant violation of the Humanitarian laws, there is little perspective for the refugees to return to their home country. The Syria Crisis Response Conference which took place in London in 2016 clearly intends to address the humanitarian needs of this protracted crisis, by setting up consistent multi years response tackling current issues, considering the evolution of needs and the and the necessity to provide the refugees from Syria with some perspectives and ensuring the social stability in Lebanon. The spill over of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society, especially in areas where the level of social infrastructures is not developed or strong enough to cope with.

First challenge is the reduction of the aid available to tackle basic needs: in 2015 and first semester of 2016, only 56% of the funding requested were allocated to the humanitarian response to the Syrian Crisis in Lebanon.

This led to decrease in basic assistance provided to the refugees, and therefore to an escalation in negative coping mechanisms of most vulnerable households, (such as begging, child labour, child marriages, sexual services for food/accommodation, limitation of movements due to transportation costs, etc.).

What is more, if (un)conditional cash assistance is the main relevant way to respond most basic needs of registered poorest refugee

families, level of indebtedness is a key factor for explanation of vulnerability In the long lasting crisis, and needs to be monitored constantly. As weather conditions are also very harsh in the winter, access to proper shelter conditions is a main priority as well. Most vulnerable Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS).

The long-term crisis in Syria has had a profound effect on the Lebanese economy. Although Lebanon's public finances were structurally weak prior to the Syrian shock, the crisis has put the country's public finances under severe and rapidly escalating strains.

The Syrian crisis has increased the cost of living and created competition for jobs between Lebanese and Syrian workers. Moreover, according to latest LCRP plan, unemployment is nearly double the national average in some of the country's poorest localities, putting severe strain on host communities. For the Syrian population, the lack of access to livelihoods and income has led to an increase of crisis and emergency coping mechanisms, reaching 74% of the refugee population in 2016. The latest VaSyr (2016) found that the percentage of Syrian households living under the poverty line is at 71%.

Over 2 million people, which represents almost half of the Lebanese population, live in the governorates of **Beirut and Mount Lebanon**, with Mount Lebanon hosting over 300,000 refugees and over 300,000 deprived Lebanese. Mount Lebanon, in specific, hosts the largest number of poor Lebanese and Syrian. The governorates are largely urban and peri-urban, however some rural areas are present in Mount Lebanon. High costs associated with urban and peri-urban life are pushing the most vulnerable households further into poverty. Rental fees are 45% higher in these governorates than in other areas with average household debt being nearly 40% higher than the rest of the country. Food vouchers are listed as the primary source of income among 48% households with working members, and in BML, this household dependency on food vouchers as the primary livelihood source has more than tripled from 11% to 35% from July 2015 to May 2016. In BML area, the average household debt is nearly 40% higher than the rest of the country mostly due to the high costs of urban and peri-urban life.

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, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programs:

- Humanitarian Assistance Program: to provide a protection-based humanitarian material assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis.
- Resilience Program: to develop and strengthen community-level infrastructures and support household-level economic survival and well-being with regards to specific poor and vulnerable groups.

History of the mission and current programs

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectoral approach that addresses the particular needs of the population.

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. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. 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.

A multi-sectorial portfolio of activities (Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organisations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities.

Configuration of the Mission

BUDGET FORECAST 2016	12 000 000 EUR
BASES	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA)

NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	150
NUMBER OF CURRENT PROJECTS	8
MAIN PARTNERS	ECHO, BPRM, AFD, EUROPE AID, UNHCR, WFP, OCHA.
ACTIVITY SECTORS	Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection
EXPATRIATE TEAM ON-BASE	1 Field Coordinator and 1 Deputy field Coordinator

Job Description

Overall objective

The Field Coordinator is responsible for the overall functioning of the base and the proper implementation of programs developed on that base.

Tasks and responsibilities

- ▶ **Safety:** In collaboration with the Head of Mission and with the support of the base security manager, He/She is responsible for the safety and security of the Base.
- ▶ **Program:** He/She is accountable for the efficient implementation of the projects. S/he ensures the coordination between the Support teams (Admin and Log) and the Deputy Field Coordinator in order to timely and qualitatively guarantee that the objectives and results of the projects are reached. S/He preventively identifies issues, gaps and delays that may impede the correct implementation of the projects and proposes mitigation plans to the HoM.
- ▶ **Human Resources:** He/She supervises all the teams of the Base, composed of national and international staff.
- ▶ **Logistical, administrative and financial support:** He/She oversees the logistical, administrative and financial components of the base for the purpose of program implementation and supports and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator (LOGCO), the Administrative and Financial Coordinator and the HR Coordinator of the mission.
- ▶ **Representation:** He/She represents PUI with the stakeholders (such as donors, authorities, International/Local NGOs) and s/he guarantees full coordination with other INGOs on the ground.
- ▶ **Coordination:** He/she ensures proper coordination between the Base and the Coordination Office (Technical Coordinators and Deputy Head of Mission), keeping the Head of Mission always informed of core developments.
- ▶ **Assessment/ Strategy:** He/She understands the needs and humanitarian response and Donors' strategies, participates in the strategy development and proposes new interventions according to needs identified in his/her field of operations.

Specific objectives and linked 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 expatriates and nationals).
- ▶ He/She ensures data collection relative to the safety on his/her field of operations and ensures that the Security Manager produces regular analysis on the situation on the ground to be disseminated among the Base staff and his/her immediate supervisor (Head of Mission).
- ▶ He/she keeps the Head of Mission informed of the Security Situation on a regular basis and informs the Head of Mission immediately in case of serious security incident. He/She verifies that the material and Human Resources of the Base are adequate to ensure the optimal safety of teams, materials and 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 the Head of Mission without delay and reported upon in accordance with PUI's guidelines.
- ▶ He/she ensures, with the support of the Security Manager, that communication with Local Authorities is taking place on a regular basis.
- ▶ He/she ensures that the Donors regularly are informed regularly of eventual restriction of movement in /access to certain areas that would impact the programmes implementation.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programs on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to the Head of Mission.
- ▶ He/She sets up a formal coordination system with the Deputy Field Coordinator and follows up as needed.
- ▶ He/She validates all reporting at Base level before submission to Coordination Office and HQ for final approval.
- ▶ He/She proposes new interventions and discusses them with his/her immediate supervisor.

- ▶ He/She is responsible for developing proposals, resulting from the needs identified by the Base team after validating the relevance. When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, in order to prepare complete project proposals, and in line with the donors' formats as well as PUI's internal rules.
- ▶ He/She participates in the Strategy development exercise of the mission.
- ▶ He/she leads the overall base planning process (Project Monitoring Tool, Detailed Monthly Plans & Reports), supports managers in their planning, ensures monthly plans are accurate and effective, and disseminates these plans to Coordination in a timely manner

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

- ▶ He/She supervises all national and international teams on the Base.
- ▶ He/she manages directly the: Security Manager, Finance & HR Manager, Logistics Manager, as well as the Deputy Field Coordinator (who manages the Shelter and WASH and the FSL department) and the MEAL Manager
- ▶ He/she guides all the Managers under his/her direct responsibility in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines. He/she advises and guides the Deputy Field Coordinator who is following directly the Programs.
- ▶ He /she is the final responsible person for the overall management of all the Human Resources in the Base.
- ▶ He/She participates in the hiring process of Managers he/she directly managed, and indirectly in the overall hiring process, as well as in any decision related to the termination of employment contracts of all local personnel on the Base.
- ▶ He/She ensures compliance with the Internal Human Resources Rules and Policies of PUI on the site.
- ▶ He/She is responsible to ensure the proper administrative management of local staff, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel, through the direct management of the Admin/HR Department.
- ▶ He/She makes sure that all local employees are subject to a written evaluation every 6 months, following up with the Admin/HR Department and all managers.
- ▶ He/She makes sure of the integration of any new employee in the Base, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood, through a direct follow-up with Admin/HR, Log and Security Departments. S/He is to directly explain to all new employee the Guidelines linked to abuse of Beneficiaries, corruption and respect of the humanitarian principles of the organisation.
- ▶ He/She identifies the training needs of the staff in the Base in coordination with all Managers and coordinates with the HR Coordinator for final validation and organisation of trainings. He/She drafts job profiles for all local and expat staff under his/her direct supervision and validates all JDs at Base Level in coordination with Technical Coordinators and HR Coordinator.
- ▶ He/She validates the organogram of the base.
- ▶ He/She makes sure that interpersonal conflict within the Base are handled by the responsible Managers and he/she actively participates in explanation meetings when needed, being the final decision maker on the dispute. He/she makes sure that a professional working atmosphere is in place at base level and that a culture of respect and open communication is in place.
- ▶ 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 behaviour consistent with the values upheld by the organization, 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) through the direct management of the Logistics Department.
- ▶ He/she is the overall budget holder for the majority of lines of the projects under his/her responsibility. Through the direct follow up on the financial forecast and supporting the Managers, he/she ensures that the forecast is properly updated and that all donors and internal procedures are respected and that commitments are in line with available budgets.
- ▶ He/she makes sure that the Forecast Follow Up (FFU) process takes place regularly at Base level and that all Managers actively and regularly participate in it. He/she is responsible for the overall balance of expenses for each project and of making sure that the Forecast corresponds to the reality and is respected.
- ▶ He/she is responsible for sharing project budgetary proposals as per the needs identified in the field and in a cost-efficient manner following the HR and equipment needs analysed with managers.
- ▶ He/she is responsible for identifying the concrete needs, together with managers, in order to shape realistic budget plans for Mid-year reviews and needed Budget amendments at base level.
- ▶ 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 Base
- ▶ Concerning 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 to the Admin & Finance Coordinator.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules. Together with the Admin & Finance Coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ He/She ensures that the Base is equipped with the needed infrastructure necessary for execution of the work 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 that the storage of all property and equipment is adequate through a close follow-up with the Log Department.
- ▶ He/She makes sure that the Log Monthly follow up is conducted on a regular basis and that the inventory of supplies and equipment for the Base is updated.
- ▶ Together with the Admin & Finance 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 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.

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

- ▶ He/She represents the organisation before 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, and participates actively or delegates to managers the participation of working groups, with a close follow-up on steps and participation.
- ▶ In the event of visits from Donors, he/she participates in the organization and implementation of the visit.
- ▶ He/she guarantees the representation in front of local authorities and non-governmental actors when needed and ensures that PUI's work is understood and accepted in the areas of implementation.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She is responsible for validating and sometimes writing donor reports for programs implemented on his/her Base; reports include contractual reporting and extra reporting requested by donors (Weekly, monthly, quarterly and final reports). He/she makes sure that inputs from Technical Coordinators are included in the reporting and after validation sends to Coordination when needed second validation.
- ▶ He/She sends the internal and external reports to the HOM and Technical Coordinators while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports).
- ▶ He/She organizes the two-way dissemination of information: from the Base to the Coordination Office, and from the coordination office to the Base.
- ▶ He/She attends internal coordination meetings and participates actively.
- ▶ He/She attends external coordination meeting in the area under her/his responsibility or make sure working groups are attended by the respective programme managers and/or coordinators.

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

- ▶ Maintain and guarantee the rationalization of resources used for the implementation of the projects to ensure a constant cost-efficient analysis of the structure and making sure resources match the needs of the programmes
- ▶ Consolidate the current set up and support in capacity building of key staff and proposal development
- ▶ Improve the quality of the humanitarian situation analysis using both resources inside the teams and outside sources
- ▶ Guarantee the 2018 funding through a close collaboration and coordination with Donors to create the positive dialogue and understanding on our programme and vision of needs to be covered.

Team Management

Number of people to manage and their position:

- ▶ Direct management: Deputy Field Coordinator, Security Manager, Admin, Finance & HR Manager, Logistics Manager, MEAL Manager
- ▶ Indirect management: 64 staff

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Humanitarian base studies	▶ Experience in Safety Management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ At least 3 years of experience in projects development/implementation (+1M€ yearly budget); ▶ Experience building national staff capacity; 	<ul style="list-style-type: none"> ▶ Experience in humanitarian crisis in urban area, if possible in the Middle East ▶ Experience in protracted complex humanitarian crises.
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 		

	<ul style="list-style-type: none"> ▶ Strong experience in Budget/Finance Management (cost-efficiency) ▶ Experience working with a variety of donors; ▶ Experience with qualitative and quantitative data collection and analysis methodologies required; 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Project Management skills ▶ Team Management ▶ Ability to represent PUI as per the recommendations of the HoM and ensure an efficient and proactive coordination with other actors. 	<ul style="list-style-type: none"> ▶ Knowledge of procedures related to institutional donors(OCHA, UN agencies ...) ▶ Excellent writing skills
LANGUAGES		
<ul style="list-style-type: none"> ▶ English ▶ French a plus ▶ Arabic a plus 	X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	X	Saga a plus

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

- ▶ Ability to work independently while taking initiatives and possessing a strong sense of responsibility
- ▶ Ability to stand pressure
- ▶ Sense of diplomacy and negotiation skills
- ▶ Analytical skills, particularly in understanding humanitarian and basic needs of populations in complex, urban context.
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Organization, rigor 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, donors and other humanitarian actors.
- ▶ 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

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

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 200€ up to 2 530€ depending on the experience in international solidarity + 50€ per semester 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