

**JOB DESCRIPTION**

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| **Preliminary job information**  |
| **Job Title** | **Human Resources Coordinator** |
| **Country & Base of posting** | **Lebanon – Beirut coordination base** |
| **Reports to** | Head of Mission |
| **Creation / Replacement** | Replacement  |
| **Duration of Mission** | 6 months |

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| **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.Since the outbreak of the Syrian crisis in April 2011, according to UN estimations, 6.6 million people have been internally displaced, while 4.8 million refugees have been registered in the neighboring countries as of June 2016. Lebanon is the second host country for Syrian refugees with over 1.049 million refugees registered as of March 2016 for an overall population of less than 4.5 million (representing more than 23% of the population). 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 neighboring Syria. 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 temporary 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 deregistered (around 11,319 individuals). 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 spillover 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. 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. |
| **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 2016/2017, PUI´s strategy in the country is based on two programmatic axes:* *Humanitarian Assistance Program*: to provide a protection-based humanitarian assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis;
* *Resilience Program*: to reinforce the self-resilience and resilience of the affected communities through the development and strengthening of community-based structures.
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| **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 EUR |
| **bases** | BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA) |
| **number of expatriates** | 13 |
| **number of national staff** | 145 |
| **number of current grants**  | 9 |
| **main partners** | ECHO, UNHCR, UNICEF, WFP, BPRM, EuropeAid, AFD, OCHA |
| **activity sectors** | Psychosocial Support in Schools, Health, WASH, Food Security,Infrastructure, Shelter and CSMC |
| **team on-site** | HoM, DHoM, Admin/Fin Co and one assistant, Deputy HR Co, LogCo and one supervisor, three Technical Coordinators, Grants Officer |

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| **Job Description** |
| **Overall objective** |
| The Human Resources Coordinator is responsible for the HR strategy, policies and procedures at mission level in addition to the good management of the human resources and the related administrative/legal records for PUI’s mission in Lebanon. He/she is responsible for the good HR management of national employees within the framework of the country legislation, HR policies of PUI and donors requirements. He/she is also responsible for the administrative HR management of expatriates. |
| **Tasks and responsibilities** |
| 1. **Human resource management:** s/he is responsible for the administrative management of local teams, in order to outline and update the HR management procedures and tools at mission level, in accordance with the employment legislation in the country of mission and the HR policies of PUI. (Recruitment, appraisals, training, salaries, end of contract, etc). S/he monitors any risks associated with HR management.
2. **International staff administration**: In collaboration with the HOM, S/he is responsible for the administrative management of international teams
3. **Administration and legal management**: s/he supervises the HR related administrative and legal records and guarantees that the status and functioning of the mission are in accordance with the legislation and requirements of the country of mission.
4. **Representation**: s/he will represent the organization before partners, authorities and all the local actors involved, in the areas of legal issues and human resources related to the mission.
5. **Coordination:** s/he distributes information concerning administrative, legal and human resources issues regarding the mission, both within the mission itself and to the headquarters.
6. **Technical support:** S/he will undertake the overall responsibility of the technical leadership of all HR aspects of base Admin Managers
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| **Specific objectives and linked activities** |
| 1. **ENSURE GOOD MANAGEMENT OF NATIONAL HUMAN RESOURCES FOR THE MISSION**
2. **HR Policy & Procedures**
* He/She is responsible for the implementation of HR policies for national human resources defined in collaboration with the Head of Mission and HQ.
* S/he draws up and updates the HR policy for procedures and tools, regarding recruitment, payroll, compensation and benefits, training, appraisal, administrative management, disciplinary issues and the management of individual career path within the organization within the framework of the country legislation, HR policies of PUI and donor requirements
* S/he ensures the implementation and the application of the HR policies and procedures, once validated by the Head of Mission and Head Office, and will consequently ensure that they are known, understood and implemented by all members of the organisation and that managers have all the tools for applying them at their disposal through regular visits on the field and internal audits.
* In particular, s/he will draw up and/or update the internal regulations and will be responsible for their correct application
1. **Administration, management and payroll**
* S/he is responsible for the optimization of HR, administration and payroll tools and procedures (contract templates, etc.)
* S/he validates recruitment requests and amendments to contracts (job description, payment, working hours, end date, etc.).
* S/he will ensure that administrative personnel files are created and will ensure that employee documents are in accordance with working for PUI in the country and donors requirements
* S/he reviews employment contracts that are drafted by the Senior HR Assistant
* S/he draws up a process and creates any possible support structures for integrating new employees.
* S/he supervises payroll operations in collaboration with the Finance Coordinator
1. **Recruitment and career path management**
* S/he draws up the salary scale (fixed and variable terms), outlines the associated benefits package (compulsory or otherwise: medical cover, daily allowances, insurance, transport allowances, etc.), and ensure these are implemented, subject to validation by the Head of Mission and Head Office.
* S/he will work on clear integration plans and on comprehensive capacity building plan
* S/he is responsible for the organization of recruitment (advertising, candidates, and interviews) for the admin team and may support recruitments for other departments/bases S/he supervises and participates in the recruitment of key strategic positions on the field
* S/he monitors the correct progress of assessment and appraisal procedures for all employees of the mission.
* S/he is responsible for the identification of training needs and proposes training plans based on operational priorities, budget and local opportunities
1. **Organization of work**
* S/he draws up organizational charts, and s/he will be mindful of coherence in the composition of teams, in terms of task division and responsibilities, defining hierarchical and functional relationships, function titles, etc.
* S/he draws up a job classification and will update this as required and will monitor that the core features are strictly applied.
* S/he will take part in drawing up job descriptions and will ensure that they match the job classification.
* S/he will validate all job descriptions that are drafted on mission level from an HR perspective and is responsible for their correct classification
* S/he outlines human resource requirements within the framework of drawing up project proposals and possible amendments.
* S/he ensures the writing of the HR part in the donor reports (IPFR, etc.)
* She ensures working hours and time rules are known and respected by all
1. **Managing HR risks**
* S/he ensures that HR management rules and procedures conform to current employment law, and monitors social and legal issues, updating the rules when necessary.
* S/he defines and implements suitable working conditions particularly those concerning rules and regulations on health and safety.
* S/he monitors situations in order to anticipate and avert social conflicts and to take part in crisis management, if necessary. Conflict prevention could lead to the organization of a system of employee representation if this does not already exist.
* S/he will be attentive for any risk of the abuse of power (whether this is between local employees, or between an expatriate and local employees or any other type of abuse of power) and will report any inappropriate behaviour to the Head of Mission.
* S/he will be responsible for keeping records for all current and previous employees and update this information on paper and electronic files.
* S/he is responsible for the drafting and implementation of disciplinary procedures within the framework of PUI policies and the country’s legal constraints.
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| 1. **ENSURE ADMINISTRATIVE MANAGEMENT FOR INTERNATIONAL STAFF ON THE MISSION**
* S/he ensures the creation of administrative files for international personnel, their registration with local authorities and embassies, and monitors that the documentation for these expatriates is in accordance with working for PUI in that country.
* S/he is the focal point for all issues regarding per diem and other conditions and reports any risk to the Head of mission and HQ
* S/he supports the organization of any medical repatriation or medical evacuation, working in conjunction with the local medical coordinator (if applicable) and the person in charge of medical issues at Head Office.
* S/he monitors and follows up all the contracts, amendments, holidays, R&R, plane tickets,
* S/he monitors and ensures that appraisals for international human resources are done in link with Head Quarters HR
* Along with the Senior HR assistant, s/he will support the arrivals and departures for the mission (reservations, travel documents, travel, leave requests, return files, etc.) in coordination with the Head of Mission and Head Office.
* S/he will brief all expatriates arriving for the mission regarding their areas of responsibility.
* S/he will be involved in drawing up the daily and monthly amounts and manage and/or delegate the allocation of daily amounts and possible advances of salary in coordination with the Administrative and Financial Coordinator.
* S/he monitors HR admin management of international human resources at mission level in link with Head Quarters HR and the Head of mission (contracts, holidays, R&R, required information for payroll, family package follow up, etc
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| 1. **ENSURE THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION**
* S/he will ensure that PUI is registered in the country and with the various state services (tax authorities, migrant workers authorities, national social security offices, government planning department, etc.), with regard to administrative procedures and current fiscal and legal obligations.
* S/he will organize the legal protection for the mission, mainly through identifying one or more local partners able to provide the necessary advice (e.g. a law firm).
* S/he will assist in drawing up contractual documents for the mission (with the authorities, partner NGOs, suppliers, insurers, the owners of vehicles and premises on lease, etc.) and in ensuring these are monitored.
* S/he will take part in monitoring the administrative and legal aspects of projects.
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| 1. **ENSURE THE MANAGEMENT OF VISAS ON THE MISSION**
* S/he will draft and regularly updated the visa guideline for expats and share it with the relevant people
* S/he will ensure the visa follow-up and communicate it with relevant partners
* S/he will advise and counsel expats regarding all visa related issues: type of visa, requests, renewals, airport formalities, etc.
* S/he will regularly liaise with the General Security regarding all visa requests and inquiries
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| 1. **ENSURE THE CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION FOR ADMINISTRATIVE AND HR ISSUES**
* S/he shall ensure that information is circulated effectively between operational bases and the coordination office.
* S/he shall edit or take part in drafting internal and external activity reports for everything involving HR, issues for the mission.
* S/he will ensure administrative coordination at mission level for regular visits to the bases, for monitoring, follow-up, training, etc.
* Internally, s/he will be the representative of PUI before any employee representation bodies, whether or not these are compulsory by law, in addition to being PUI’s representative for all personnel for any matters relating to human resources.
* Externally, s/he will represent PUI before any legal, or administrative authorities (employment inspectors, taxation authorities, social security/insurance payment collection bodies, etc.). S/he will also develop and maintain relationships with partner organizations, particularly within the area of coordinating with NGOs regarding administration and human resources.
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| **Team management** |
| * Supervision of: Deputy HR Coordinator – HR (Coordination office)
* Technical Supervision of : Admin, Finance & HR Managers (fields)
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| **Required Profile** |
| **Required knowledge and skills** |
|  | **required** | **desirable** |
| **training** | * University degree in Human Resources or a related field
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| **professional experience*** Humanitarian
* International
* Technical
 | * Minimum 2 years of experience in a similar position (NGOs and/or private companies)
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| **knowledge and skills** | * Good analytical and writing skills. Good management capacities and team leadership spirit
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| **languages*** French
* English
* Other (to be specified)
 | * Excellent command in writing and editing documents in both English and French.
* Working knowledge in Arabic is a plus
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| **software*** Pack Office
* Other (to be specified)
 | * Good knowledge of the MS office software including Word, Outlook. Excellent in Excel.
* Good skills in reports and contracts redaction
* Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines
* Knowledge of humanitarian actors
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| **Required Personal Characteristics (fitting into the team, suitability for the job and assignment)** |
| * Capacity to delegate and to supervise the work of a team
* Ability to guarantee effective and timely outputs;
* Good communications kills for public presentations;
* Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;
* Self-motivated, flexible and adaptable to the needs of the team and organization
* Strong commitment to support/develop capacity of national staff and developing second layer of leadership; pedagogical skills
* Proven management ability and inter-personal skills;
* Excellent communication and diplomacy skills to manage relationships in potentially tense situations
* Great sense of confidentiality
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| **Conditions** |
| **Status** |
| * **employed** with a Fixed-Term Contract
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| **Compensation** |
| * **Monthly gross income**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
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| **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 :** incollective 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
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