

Preliminary Job Information

Job Title	HUMAN RESOURCES ADVISOR
Country and Base of posting	YEMEN – SANA'A
Reports to	ADMIN AND FINANCIAL COORDINATOR
Duration of Handover	N/A
Duration of Mission	3 months
Starting date	October 15 th 2017

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 civilian victims of marginalization and exclusion, or those 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 a 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 across Africa, Asia, the Middle East, Eastern Europe and France.

Yemen is one of the 30 poorest countries in the world with 54% of the population (2014 est.) living below the poverty line on less than two dollars a day. In parallel, since 2011 and the Yemeni revolution, the State is facing major humanitarian challenges. The transitional process failed to provide sustainable peace in the region. The country is now divided in two, with northern Yemen being under severe stress to provide for its population. In March 2015, a Saudi-led coalition began airstrikes in support of southern based pro-government forces, leading to a very unstable situation and dire humanitarian needs.

The armed conflict has spread rapidly throughout much of Yemen since mid-March 2015, with devastating consequences for civilians. Two years of violence has led one of the world's poorest countries into chaos. Around 70% of the population, or 18.8 million people, now depend on humanitarian aid (OCHA); 2.8 million people are displaced; Dozens of schools and hospitals were the target of attacks; 17 million Yemenis are food insecure and 3 million children and pregnant or lactating women are acutely malnourished. The lack of access to safe drinking water and sanitation also affects 14 million people. 14.8 million people have no access to health care. A generation of Yemeni children is at risk, as nearly 2 million children do not have access to education because of conflict, poverty and discrimination. Yemen has turned into the number one humanitarian crisis in absolute numbers of people in need.

PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

In 2017, PUI continues to concentrate its intervention in 6 districts of Hodeida and 3 districts of Raymah. The number of IDPs in those two Governorates is very large and weight consequently on a population already living in extreme precariousness. The core field of intervention for PUI in these Governorates is an integrated approach on nutrition including community-based activities (OTP/SFP and community mobilization as a strong component of the program, within health facilities, but also within an outreach approach and mobile clinics).

In Hodeidah governorate, PUI works to contribute to reduce the impact and severity of nutritional challenges and to improve health status of most vulnerable populations, through supplementary nutrition integrated response based upon health, hygiene and nutrition education and capacity building (Mobile Health Clinic, support to Health facilities, General Food Distributions, etc.).

In Raymah governorate, PUI is responding to the ongoing nutrition crisis through the same activities as in Hodeidah (primary health care and management of acute malnutrition for children U5 and pregnant and lactating women), as well as running a Stabilization Centre for severely malnourished children with medical complications.

As part of this integrated approach in those two governorates, PUI also implements food security and livelihoods activities, mostly consisting on general food distribution and some Food For Training activities (started in 01/2017). In addition, water, hygiene and sanitation will also be part of PUI intervention in the focused area, with WASH being prioritized in the rehabilitation of health facilities to manage more effectively nutrition activities.

In May 2017, PUI started being a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and support of one Cholera Treatment Centre in Raymah.

PUI will also position itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (MOPIC; MoPHP). The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

Configuration of the mission	
BUDGET FORECAST 2017	4 500 000
BASES	Coordination: Sana'a Operations: Hodeida
NUMBER OF EXPATRIATES	9
NUMBER OF NATIONAL STAFF	75
NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	ECHO, WFP, OCHA/HPF, UNICEF
ACTIVITY SECTORS	Nutrition, Health, Food Security, WASH, Emergency Response
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: HoM, Deputy HoM, Log Co, Admin/Fin Co, Grants and Support Admin Expatriates in Hodeidah: Field Co, Base Log and Base Admin

Job Description

Overall objective

Under the supervision of the Admin & Coordination Support, the HR Advisor works in close collaboration with the whole coordination team to:

- ▶ 1. Finalize and implement the Human Resources policy in accordance with the PUI strategy and Yemeni labor law
- ▶ 2. Standardize HR procedures and templates
- ▶ 3. Support the administration departments in the coordination and the base with setting up a fluid HR system and communication as well as with any HR matters
- ▶ 4. Update any outdated HR related tools and policies in accordance with PUI standards and needs
- ▶ 5. Ensure the administrative follow-up of expatriate staff

Tasks and Responsibilities

PUI mission in Yemen has seen significant changes between in the past year. The re-installation of the coordination team in Sana'a and the imminent return of expatriates on the base of Hodeida, as well as scale up in lots of departments and the cholera emergency response made the operational environment more dynamic, fast-paced and demanding. Hodeida bases are seeing expatriates back and the projects in that area are experiencing changes and increase in number and size. In terms of administration, 2016 saw a great improvement regarding salary grid, a drafting of internal regulations, harmonization of procedures, etc. Although they were unfinished and need to be refined in 2017.

The overall objective of the position is to follow up the implementation of the new tools, developing and rolling out the mission strategy for 2017,

- **HR Policy definition and application:** According to the mission strategy, he/she leads the development of PUI's HR policy in the mission in accordance with the country of operation's relevant legal framework (including fiscal aspects) and the organization's policies and guidelines (including antifraud, protection, abuse prevention, etc.)
- **Salary grid:** After the implementation of a new salary grid in 2017, a follow up and update needs to be done in order to simplify and standardize certain positions. For the end of 2017, He/She will finalize the revision of the salary grid for 2018 and HR modifications that come with it.
- **Administrative management and processes:** He/she supports the Admin & Fin Co activities in the administrative management of national teams as a whole (recruitment, pay, monitoring, evaluation, training, licensing, etc.)
- **National personnel development:** She/he implements a clear development policy linked to objective setting and builds a plan for training and accompanying to increase the level of employee competencies. The mission objective is to have as many locally hired staff in managerial positions as possible.

DESCRIPTION

1. HELPING THE DEFINITION AND DEVELOPMENT OF PUI'S HR POLICY APPLICATION

- He/She will ensure the proper implementation of PUI Yemen HR strategy and policies, and will participate in the updating of the HR strategy along with FAC and HoM.
- He/She will work in close partnership with the lawyer in order to ensure the respect of the Yemeni legal framework. He/she shall collaborate with the Administrative and Financial Coordinator for proper consideration of budgetary constraints.
- He/She makes sure that the rules and procedures are known, understood, and implemented by all team leaders and coordinators, and that they have all tools needed for their application (internal regulations, employment contracts, job profiles, etc.).

- He/She will lead the implementation and be the guarantor of PUI's policies, including specific measures and mechanism for Prevention of Sexual Exploitation and Abuse, Anti-Fraud and Corruption Policies and Child Protection, along with the HoM and with the assistance of technical relevant persons for each case if necessary.

2. PROVIDING ADMINISTRATIVE MANAGEMENT AND FACILITATING THE MANAGEMENT OF NATIONAL PERSONNEL

- He/She supports and if needed, redefines with the FAC the current HR management (recruitment, integration of new employees, functioning of payroll, training, filing)
- He/She will be the support all HR procedures related to Coordination and Hodeida base, supported by the HR officer.
- He/she provides recommendations on his/her observations and work with the coordination team to make the necessary improvements.
- He/She will implement a staff complaint, conflict resolution and representation system for labor claims, sensitive HR complaints and overall staff satisfaction.
- He/She will ensure that the Internal Regulations roll out properly and watches for any modifications or updates needed.

3. SUPPORT THE ADMINISTRATION DEPARTMENTS IN THE BASES WITH ANY HR MATTERS

- Assess the implementation of the different HR measures and policies at mission level, ensuring feedback and adjusting if required
- Ensure that all promotions and pay increases pass through a validation process, and assess budget availability along with finance department
- Travel to bases to support admin departments when required, for specific trainings, salary validations, sensitive issues such as complaints, disciplinary procedures, etc. These requests for support have to be approved by FAC & HOM.

4. NATIONAL PERSONAL DEVELOPMENT

- Keep the medium- to long-term HR development policy for locally hired employees active and updated
- Ensure that appraisals are conducted according to the procedure by the team leaders
- In close cooperation with the managers, follow-up on the capacity building and professional development of locally hired staff gradually incorporated into managerial positions within the mission
- Coordinate and support in the organization of all the training efforts within the mission, internal or external, identifying and liaising with providers, searching for training opportunities and markets, helping in the practical organization of interbase trainings and assessing and trying to respond to training needs and requirements within the financial and strategic limitations of the mission

Prioritization of 2 activities relative to mission environment

- ▶ Ensure that all HR policies and strategy are properly implemented and followed-up, including the process of incorporating locally hired staff to managerial positions, rolling out of internal regulations, setting up an HR complaint and representation mechanism and training and staff capacity building.
- ▶ Ensure a sufficient quality of the HR and administration work of the mission through capacity building of HR and other staff, updating and developing HR tools and ensuring the correct HR work throughout the mission.

Team supervision

Number of persons to manage and their position (expatriate personnel / national):

- ▶ Direct management: 0
- ▶ Indirect management: 0

This position is managed by:

- ▶ Line management: Admin & Finance Coordinator

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Min. Bachelor degree in HR management or other relevant qualification in similar field	Project management
PROFESSIONAL EXPERIENCE		
▶ Humanitarian	X	

<ul style="list-style-type: none"> ▶ International ▶ Technical 	X	
	<ul style="list-style-type: none"> - At least 2 years previous experience in HR or administration related positions at coordination level. - Capacity building and staff training 	
KNOWLEDGE AND SKILLS	Team management Capacity building	Labor law Recruitment Capacity building / staff development Administrative management Database salary management
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office (excel) ▶ Other (please specify) 	X	

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

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Resilience to stress
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organization and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

Other

- ▶ Mobility: Travel may be required within Yemen, with the possibility of regional travelling.

Conditions

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1,980 up to 2,310 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