

JOB DESCRIPTION

Preliminary Job Information

Job Title	KAYIN FIELD COORDINATOR
Country & Base of posting	BURMA/MYANMAR, KAYIN STATE, HPA AN
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. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations. The association leads in average 200 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 7 million people in 20 countries – in Africa, Asia, Middle East, Caucasus and Europe.

Myanmar was ruled by a military junta for decades. The first general election in 20 years was held in 2010. This was hailed by the junta as an important step in the transition from military rule to a civilian democracy. A civilian government led by President Thein Sein was installed in March 2011. Despite this inauspicious start to Myanmar's new post-junta phase, a series of reforms in the months since the new government took up office has led to hopes that decades of international isolation could be coming to an end. Myanmar still remains one of the poorest country in the world, ranking 152 (1,272 USD per capita in 2017) in the GDP per capita worldwide and 145 in UNDP human development index (2016). Although there is a lack of reliable health data, it is commonly agreed that Myanmar has some of the worst health indicators in South-East Asia. The ethnic areas, that have been off-access for decades, are amongst the most vulnerable regions in Myanmar with a very low literacy rate resulting in various challenges such as education, health services, livelihood, and food insecurity. The largest ethnic group is the Bamar people. Bamar dominance over Karen, Shan, Rakhine, Mon, Rohynga, Chin, Kachin and other minorities has been the source of considerable ethnic tensions and has fueled intermittent protests and separatist rebellions. Military offensives against insurgents have uprooted many thousands of civilians in the last decades. Ceasefire deals signed in late 2011 and early 2012 with rebels of the Karen and Shan ethnic groups suggested a new determination to end the long-running conflicts, as did Chinese-brokered talks with Kachin rebels in February 2013.

In 2015, a National Cease-fire Agreement (NCA) was signed with most of the ethnic organizations at the border of the country, leading to real opportunities to access Non State Actors (NSA) areas. The negotiations to broaden this NCA are still ongoing and represent a major challenge for the country and the stability of some border states. Indeed, since 2011, armed conflict between the Myanmar Armed Forces (Tatmadaw) and the Kachin Independence Army (KIA) has provoked the displacement of around 90,000 civilians to 136 camps across Kachin State.

The year 2017 has been marked by a radical deterioration of the northern Rakhine situation. A large number of people from all communities have been affected by the violence, burning of villages and massive displacement that resulted from the 25 August 2017 attacks and subsequent security operations in the northern part of the State. As of February 2018, a total of 688,000 people have been reported to have arrived in Bangladesh since the 25 August attacks.

PUI's strategy/position in the country

PUI has worked for 30 years with various communities in Myanmar to improve access to primary healthcare and reproductive health services, as well as to promote appropriate practices for health and hygiene in remote areas and among vulnerable groups (mother and children, population at risk or with HIV/AIDS). In close collaboration with local health authorities, PUI contributes to develop community health networks, reinforce their capacities and strengthen their integration within the governmental health system. Innovative strategies such as m-Health (mobile health), as well as cultural and conflict-sensitive approaches are fostered to leverage the health services provided, overcome barriers that limit access and stimulate demand for services. While focusing mainly on health programmes in Myanmar, PUI's strategy for 2018-2020 is to focus its activities on emergency and to develop integrated approaches in order to respond to the most urgent needs of conflict affected population and people affected by natural disasters.

History of the mission and current programs

History of the mission

The mission's first intervention began in 1984 at the border with Thailand in Kayin State, with interventions primarily focusing on training ethnic health workers. When the population fled into Thailand, PUI followed and continued its services in the refugees' camp in Thailand. PUI extended its intervention inside Myanmar in 2001 through a memorandum of understanding with the ministry of health. It initially started in South Yangon with programs aiming to improve water and sanitation, while empowering communities and supporting a network for community health. The mission expanded later in various under-served areas (Wa special region 2, Northern Rakhine State, South-East Myanmar), with intervention focusing on supporting primary health care and building capacity of community health networks. In 2007, PUI started a prevention, treatment and care program for HIV/AIDS, which supported for 10 years a cohort of approximately 900 PLHIV. The program has been complemented by activities aiming at strengthening the capacity of the civil society.

In addition, in 2013, PUI designed a four-year mother and child health program in South Yangon and Kayin State. The latter aimed at improving access to primary healthcare and raise awareness on health and hygiene issues through a comprehensive community empowerment (training of community health workers (CHW) and auxiliary midwives (AMW)) and the development of m-Health approaches to strengthen the health system, with the support of the Myanmar central and local authorities, and of the main Non State Actors.

In 2015, the mission responded to devastating cyclone Komen, with emergency health support and a food security project for early recovery in Sagaing Region (Kale Township).

Until March 2017, PUI had a base in Bhamo (Kachin State) to implement a comprehensive Food Security and Livelihood project (FSL) in Southern Kachin State, focusing on the needs of the conflict and flood-affected population (both with IDPs and hosts communities, in camps and villages) in Bhamo, Mansi and Momauk Townships.

Until September 2017, PUI implemented a four-year program in MNCH sector in Kawkaik Township (Kayin State). PUI plans to start a new project during second semester covering three townships with FSL, WASH, and BHC activities.

Current projects

PUI currently works in partnership with the Global Fund to provide prevention, care and treatment to high risks groups of population affected by HIV and Sexually Transmissible Infections (STI) in South Yangon townships and in Mandalay Region. In addition, PUI strengthens and supports local NGOs and Self Help Groups in the creation of a conducive environment for high risk groups of population in Yangon and Mandalay Region, funded by Expertise France (a 3-year project - 2015-2018).

Since May 2018, an ECHO funded project, *Health, rehabilitation emergency response mechanism and Risk education for conflict affected population in Kachin state*, is being implemented. This projects aims at creating a pilot intervention for Health response under a Rapid Response Mechanism implemented in partnership with Humanity and Inclusion (HI). It intends to perform a regular humanitarian watch at the State level, to identify fragile points in the health system in regard to the frequent displacement, to initiate preparedness actions and to participate to the assessment and response in the health sector.

In June 2018 and for a 3-year period, PUI will be implementing an AFD funded project in the Kayin State. This integrated project aims at sustainably improve resilience and access to basic services through the creation of a conducive environment and inclusive FSL, WASH and BCC/IEC interventions. This project is implemented with two local partners and targets both villages in governmental controlled areas as well as non-governmental controlled areas.

Configuration of the Mission

BUDGET FORECAST 2018	1 MILLION USD
BASES	YANGON, DALA, HPA AN (KAYIN), BHAMO (KACHIN)
NUMBER OF EXPATRIATES	9
NUMBER OF NATIONAL STAFF	110 (approximately)
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	Global Fund, Expertise France, AFD, Mairie de Paris
ACTIVITY SECTORS	Health, RRM, WASH, FSL, MHPSS
EXPATRIATE TEAM ON-SITE	Yangon, Coordination: Head of Mission, Medical Coordinator, Administrative & Financial Coordinator, Log Coordinator, Livelihoods Coordinator, Mental Health and Psychosocial Expert Kachin base: Project Manager Kayin base: Field Coordinator, multi-sectorial PM

Job Description

Overall objective

The Field Coordinator is responsible for the proper 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 logistic coordinator, he/she is responsible for the safety of the base.
- ▶ **Program:** He/She is accountable for an adequate definition and efficient implementation of the projects. He/She ensures the coordination between the support team (Admin and Log), and Program Managers in order to timely and qualitatively guarantee that the objectives and results of all projects are reached. He/She preventively identifies issues, gaps and delays that may impede the correct implementation of the projects and proposes mitigation plan to the HoM.
- ▶ **Human Resources:** He/She supervises all the teams at the base, composed of national and international staff and participates to recruitment, briefing and follow up.
- ▶ **Logistical, administrative and financial support:** He/She oversees the logistical, administrative and financial components of the base for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics and Administrative Coordinators based in the capital 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 centralizes 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 ON 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 locals).
- ▶ He/She ensures data collection relative to the safety on his/her field of operations and 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 the Head of Mission 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 the Head of Mission without delay, and reported upon in accordance with PUI guidelines.

2. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF ON SITE

- ▶ He/She supervises all national and international staff members in the area of intervention.
- ▶ He/She guides the work of the managers/heads of departments, monitor the realization 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 base.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI.
- ▶ He/She ensures the proper 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 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.
- ▶ He/She completes training programs for local staff (organizational support, methodology, technical support as the case may be organization of training sessions...).
- ▶ He/She drafts or delegates responsibility for the drafting of job profiles for staff about to be replaced or hired and sends them for endorsement to his/her immediate supervisor.
- ▶ He/She prepares the job profiles of staff under his/her immediate supervision, endorses job profiles of staff drafted by the Technical Managers at his/her site, and forwards them for endorsement to the HR Coordinator, and to any other potentially relevant party, (depending on the position).
- ▶ He/She updates the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the HR Coordinator.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Head of Mission 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 organization, and with full respect for the local culture.

3. ENSURE THE IMPLEMENTATION OF PROGRAMMES 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, etc.) and reports to his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, follows it up (meetings, written reports..., etc.), 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.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT ON THE BASE

- ▶ He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the Admin & Finance Coordinator (AFC) monthly, 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 prepares and updates the inventory of supplies and equipment for the site, and submits it to the Logistics Coordinator.
- ▶ 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 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 to the AFC.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the AFC according to the agreed calendar. Together with the AFC, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the AFC, 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 association 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 in collaboration with the Project Manager and Area Coordinator.
- ▶ He/She may participate main coordination meetings when they take place, and participates actively.
- ▶ In the event of visits from Donors, he/she participates in the organization and implementation of the visit.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ 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 organizes 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 attends internal coordination meetings and participates actively.

Focus on 3 priority activities relating to the context of the mission

- ▶ Ensures that all conditions are met for proper implementation of projects: recruitment of teams and opening of bases.
- ▶ Ensures proper coordination and follow-up with other sub bases of the Sate
- ▶ Ensure good coordination and follow-up with implementation partners and other actors of the area.

Team Management

Number of people to manage and their positions

- ▶ Direct management: 1 Deputy Field Coordinator, 1 Project Manager, 1 Admin Officer, 1 Log Officer,
- ▶ Indirect management: 18 people

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences 	<ul style="list-style-type: none"> ▶ Security and safety management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ At least 2 years previous NGO experience ▶ Previous working experience abroad ▶ At least 2 years managing teams 	<ul style="list-style-type: none"> ▶ Experience in Safety Management ▶ 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"> ▶ Excellent writing skills ▶ Team Management ▶ 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. ▶ Knowledge of Health programming ▶ Security management and context follow-up 	<ul style="list-style-type: none"> ▶ Knowledge of procedures related to institutional donors (Expertise France, ECHO, AFD, UN agencies, etc.) ▶ Knowledge of WASH, FSL programming.
LANGUAGES	X	X
<ul style="list-style-type: none"> ▶ English ▶ French 		
SOFTWARE	X	Saga / Umap
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 		

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
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ 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
- ▶ 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
- ▶ Commitment to humanitarian principles

Others

- ▶ Mobility: regular movements inside of Kayin State to project implementation areas (Kawkareik and Kyainseikgyi townships)

Conditions

Status

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

Salary package

- ▶ **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

Costs Covered

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines etc.
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/7 assistance and repatriation
- ▶ **HOUSING** in collective accommodation

- ▶ **DAILY LIVING EXPENSES** «Per diem»
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leave per year + return ticket every 6 months