

# JOB DESCRIPTION

## Preliminary Job Information

<b>Job Title</b>	<b>DEPUTY FIELD COORDINATOR PROGRAM</b>
<b>Country &amp; Base of posting</b>	<b>BENGAZI, LIBYA</b>
<b>Reports to</b>	<b>Field Coordinator</b>
<b>Duration of Mission</b>	<b>6 months (renewable)</b>

## General Information on the Mission

**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 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 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

### Crisis context

After an armed and civil uprising ended Muammar al Gadhafi's regime in late 2011, the authorities have had difficulties to address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation. Thus, since 2014, non-state armed groups have disrupted Libya's political transition. In 2017, continued political instability, ongoing-armed conflict in Libya, particularly internal struggles between local militias, and the collapse of economy, have led to deteriorating living conditions and reduced access to essential services in most of the country. Civilians continue to suffer from unsafe living conditions, with little or no access to health care services, essential medicines, safe drinking water, shelter and education.

By today, the whole population is affected by the armed conflict and the lack of a functioning government, and 1.1 million people in Libya will still need humanitarian assistance in 2018. The complex humanitarian crisis is primarily driven by the absence of the rule of law, lack of access to basic services, displacement of population, the collapse of the economic system and the financial crisis.

In late 2017, suffering from armed combats for several years, Benghazi area was hosting about 45.000 internally displaced people (IDP) coming from different areas in Libya, and 147.000 returnees. Benghazi appears to be, with Tripoli, one of the two main cities to host the more IDPs. Otherwise, while the political situation in Libya remains tumultuous, new patterns of displacement are occurring, with a growing trend of returns reported in the East, and especially in Benghazi. Benghazi and its surroundings appear to be particularly vulnerable locations due to the high damage inflicted by three years of heavy clashes.

The violation of human rights and humanitarian law, including violations of the right to life, and of children and women's rights, are widespread, including of Gender-based Violence. There are alarming levels of gender-based violence and grave violations of child and women's rights in the current context.

In the Southeast of the country, the tensions between the Tebu and the Zway tribes seriously affects the health system and the access to basic services. Tribe communities, when they are a minority in the area, are suffering from segregation in most of Al kufra's institutions, including health care facilities. This occurs in a context of underdevelopment and poverty that exacerbates the impact of the conflict on the population in the region. Indeed, this area has been suffering, even before the conflict, from a poor investment from the central government. However, few information are available on this area and its humanitarian needs due to a poor, if not almost inexistent, presence of NGOs.

### Première Urgence Internationale positioning

Since May 2016 and the beginning of the exploratory mission, PUI is developing an emergency health and psychosocial response that aims to meet the most urgent needs in health care of the most vulnerable populations in Benghazi area.

So far, PUI has been focusing on the health care issue, by providing medical treatments and primary health care to internal displaced populations and their host communities in Benghazi city. PUI is recreating an access to health care, via Mobile Health Teams and

psychosocial support intervention. Finally, PUI is working on the reinforcement of the local emergency response capacity through the participation in the development and the implementation of a Health Rapid Response Capacities in Benghazi city, including passive monitoring (EWARS) and deployment of PUI teams for rapid assessments and to support the national emergency response in case of confirmed alert.

Thus, PUI has been implementing three Mobile Health Teams providing primary health care and psychosocial support in Benghazi city and performed rehabilitation and restoration of 1 health care clinic.

PUI is now scaling up its intervention with the deployment of a new MHT in Great Benghazi. PUI will also start an exploratory mission (multi sectorial assessment) in Southeast of Libya where only few humanitarian actors are present while serious humanitarian needs remain uncovered. In addition, PUI is starting to intervene in Migrant's Detention Center where Rehabilitation (WASH) and health activities will be implemented. Finally, PUI planned 10 small rehabilitation projects in Benghazi area in 2018.

### Configuration of the mission

<b>BUDGET FORECAST 2018-19</b>	4 700 000 euros
<b>BASES</b>	Benghazi, Tunis (coordination only)
<b>NUMBER OF EXPATRIATES</b>	11
<b>NUMBER OF NATIONAL STAFF</b>	24
<b>MAIN PARTNERS</b>	UNHCR, ECHO, CDC
<b>ACTIVITY SECTORS</b>	Health, WASH/Rehabilitation

## Job Description

### Overall objective

The Deputy Field Coordinator ensures at base-level the smooth implementation of PUI's programs in Benghazi area. She/He is also responsible to provide necessary support to the program managers for representation on technical topics. He/She will support the program managers in the elaboration of project proposal and in the proper reporting to donors supporting the Program. He/she ensures a strong focus on the capacity building on his base.

### Tasks and responsibilities

Under the supervision and line management of the Field Coordinator, the Deputy Field Coordinator is responsible at base level for the direct supervision of the Programs managers in the base, more specifically, Health and WASH infrastructure.

- ▶ **Programmes:** He/She supervise the program managers (PMs) and ensures the operational and qualitative aspects of the programs are put into practice properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, synergy of the teams) according to the contractual documents and in line with PUI policies and procedures. He/She focuses on the capacity building of the program managers.
- ▶ **Representation:** He/She will support the PMs in participating in the technical forums (Working Groups) at local level
- ▶ **Human Resources:** He/She will be the direct line manager of the PMs in this base and will ensure that appropriate support and capacity building is brought to them.
- ▶ **Logistics and Administration:** He/She will supervise the PMs in overseeing the logistic and administrative duties of the projects with the support of the Logistic Department
- ▶ **Strategy:** He/She will ensure that the programs developed are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region.

### Specific objectives and linked activities

#### 1. MANAGES THE PROGRAMS DEPARTMENT OPERATIONAL AND QUALITATIVE DEVELOPMENT

- ▶ Guide all the PMs under his/her direct responsibility in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines.
- ▶ Provide regular updates of the Program implementation activities and performance to the Field Coordinator.
- ▶ Alert the Field Coordinator in cases where delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule etc)
- ▶ Identifies, assesses and analyzes needs with the PMs and the field teams and make suggestions and recommendations to the Field Coordinator, Head of Mission and Deputy Head of Mission to improve the quality of activities
- ▶ Ensure supervision and close team work between the PMs and his/her teams in relation to the proper implementation of activities
- ▶ Monitor that the administrative, logistics and technical procedures linked with the projects are observed by the teams
- ▶ Analyze the logistics and administrative needs for the projects as identified by the Logistician and the Administrator and ensures support services for program implementation are operating effectively
- ▶ Support the PMs with the analysis of budget follow-ups
- ▶ Ensure that program teams' practices respect PUI's procedures and formats and are in compliance with the PUI's operational policy

- ▶ Support in monthly reviews of Financial Follow Up (FFU) process when requested
- ▶ Support PMs in the elaboration of proposals

## 2. MANAGEMENT OF HUMAN RESOURCES AT PROJECT LEVEL

- ▶ Is the direct line manager of Project Managers in the Programmes Department ;
- ▶ Ensure adherence to PUI staff regulations and HR policies (Anti corruption and Policies)
- ▶ Identify gaps and needs in terms of project management, and provide support and on-job training to the Project Managers in regards to budget management, report writing, monitoring and evaluation systems, representation, etc.
- ▶ Participate in the recruitment of Project Managers, and upon request, participate in the recruitment of other key project staff
- ▶ Make sure that technical guidelines validated at coordination level are well implemented by projects teams.
- ▶ Evaluate regularly the appraisals of the Project Managers
- ▶ Organize project meetings when needed, minutes reporting, team communication and team building

## 3. MONITORING, EVALUATION AND REPORTING

- ▶ Submit monthly situation report to Field Coordinator and ensure proper submission of monthly reports by the PMs
- ▶ Support the PMs to develop appropriate reporting tools and submit them on a regular basis
- ▶ Ensure effective and timely data collection related to the indicators listed in the logframes
- ▶ Report to the Field Coordinator and Technical coordinator, project activities and any other relevant information
- ▶ Participate in the preparation of intermediate and final reports to the donors (the task will be shared with the PMs according to their capacities and time available)
- ▶ Work closely with the Field Coordinator and technical coordinators to develop high quality funding applications that are needs-based and evidence driven and include inputs from PUI technical teams and all involved external stakeholders (targeted communities, potential partners, government authorities, etc.);
- ▶ Collaborating with the Field Coordinator to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcomes indicators and adequate sources of verification, and impact evaluation reports.

## 4. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

- ▶ Under the guidance of the Field Coordinator, and in coordination with the technical coordinator, he/she participates in the Working Groups on technical issues,
- ▶ He/ She liaises with partners at field level about the technical approaches developed,
- ▶ Initiating at field level technical discussion with other humanitarian stakeholders in order to develop technical advocacy for development and implementation of relevant technical approaches to address optimally the humanitarian needs,

### Focus on the 3 priority activities relative to the context of the mission

- ▶ Develop integration across all departments
- ▶ Reinforce the capacity in Project Cycle Monitoring of the PMs, in particular writing of reports and proposals.
- ▶ Propose with the Field Coordinator, needs and gaps analysis along with field assessments

### Team management

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

- ▶ Directly manage 2 program managers (Health and Rehabilitation & Wash).
- ▶ Indirect management: all department Team Leaders and technical advisors.

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Technical               <ul style="list-style-type: none"> <li>▶ Minimum of 2 years in the areas of program development, project management, donor reporting and grant compliance;</li> <li>▶ Successful experience in consequent team management (at least 10 staffs).</li> </ul> </li> <li>▶ Humanitarian               <ul style="list-style-type: none"> <li>▶ At least 2 years experience as a Humanitarian Project Manager</li> </ul> </li> </ul>	

<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Strong Knowledge of Project Management methodology and cycle;</li> <li>▶ Excellent command in writing and editing documents in both English and French (desirable)</li> </ul>	▶ Prior knowledge of the country/region an asset.
<b>LANGUAGES</b>		
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Arabic</li> </ul>	X	X
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ GIS.</li> <li>▶ database management software, statistical packages,</li> </ul>	X	X X

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

- ▶ A strong commitment to humanitarian principles and the will to make sure beneficiaries needs are covered as best as the resources available allow.
- ▶ Capacity to delegate and to supervise the work of a multidisciplinary team;
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership;
- ▶ Problem solving and leadership skills;
- ▶ Proven management ability and inter-personal skills – team player;
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;
- ▶ Proven capacity for analysing and synthesizing comprehensive information and technical data;
- ▶ Ability to write and edit reports under deadline pressure;
- ▶ Ability to guarantee effective and timely outputs;
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization;
- ▶ General ability to resist stress;
- ▶ Important organization and rigor skills.

## Conditions

### Status

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

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1 980 Euros 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