

JOB DESCRIPTION

Preliminary Job Information

Job Title	FIELD COORDINATOR BENGHAZI
Country & Base of posting	LIBYA, BENGHAZI
Reports to	HEAD OF MISSION
Creation/ replacement	REPLACEMENT
Duration of Mission	6 MONTHS (RENEWABLE)

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

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

Job Description

Overall objective

The field coordinator is responsible for the proper functioning of the project site, and proper implementation of programmes developed on that site.

Tasks and responsibilities

- ▶ **Safety and Security:** In collaboration with the head of mission and with the support of both the Deputy Head of Mission and the base security manager, s/he is responsible for the safety of the staff and mission assets, and also monitors humanitarian access constraints.
- ▶ **Programmes:** S/he is accountable for an adequate definition and efficient implementation of the projects. S/he ensures the coordination between the support teams (administration, information management and log), the implementation teams and the coordinators 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 plan to the HoM.
- ▶ **Human Resources:** S/he supervises all the teams at the site, composed of national and international staff. S/he is responsible for the capacity building and the development of the staff.
- ▶ **Logistical, administrative and financial support:** S/he oversees the logistical, administrative and financial components of the base for the purpose of programme implementation, and ensures compliance with the relevant procedures, with substantive support from the logistics coordinator, the human resources coordinator and the administrative coordinator of the mission.
- ▶ **Representation:** S/he represents PUI towards the stakeholders of the area (such as donors, authorities, international/local NGOs).
- ▶ **Coordination:** S/he centralises 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/development:** S/he participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations. S/he actively contributes to seek funding opportunities and leads the proposal development process at base level, in close cooperation with coordination.
- ▶ **Audit:** S/he is responsible for the compliance with internal procedures of PUI, external donors's rules, as well as the national law.

Specific objectives and linked activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE

- ▶ S/he ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriates and locals).
- ▶ S/he ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ S/he verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ S/he alerts his/her immediate supervisor immediately 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 his/her immediate supervisor immediately, and reported upon in accordance with PUI guidelines.

2. ENSURE THE IMPLEMENTATION OF PROGRAMMES AND PROPOSES NEW INTERVENTIONS:

A_ Project Implementation

- ▶ S/he monitors the humanitarian access by and to the populations in need in the Benghazi area.
- ▶ S/he ensures the smooth running of ongoing programmes on the site (meeting of objectives, respecting deadlines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ S/he sets up a formal coordination system with the base programmes managers, follows it up (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ S/he 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.

B_ Strategy and project development

- ▶ S/he produces analysis of the humanitarian intervention based on gaps analysis, monitoring of the needs and launching needs based assessment
- ▶ S/he proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ S/he is involved in identifying needs based on agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, s/he 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.
- ▶ S/he participates in the strategy development exercise of the mission.

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

- ▶ S/he supervises all national and international teams on the site.
- ▶ S/he constructs the organisational chart of the base, and has it endorsed by his/her immediate supervisor and the human administrative and financial coordinator.
- ▶ S/he guides the work of the expatriates at the site, tracks the realisation of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ S/he participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- ▶ S/he ensures compliance with the HR internal regulations and code of conduct of PUI on site teams.
- ▶ S/he is in manages the HR and administrative team management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.
- ▶ S/he makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ S/he assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of programme implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ S/he completes training programmes for expatriate and local staff (organisational support, methodology, technical support as the case may be organisation of training sessions...).
- ▶ S/he prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the technical managers at his/her site, and forwards them for endorsement to the human resources coordinator, and to any other potentially relevant party, (depending on the position).
- ▶ S/he handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.
- ▶ S/he 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 organisation, and with full respect for the local culture.

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

- ▶ S/he 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.
- ▶ S/he attends main coordination meetings when they take place, and participates actively.
- ▶ In the event of visits from donors, s/he participates in the organisation and implementation of the visit.

5. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ S/he is responsible for writing donor reports for programmes implemented on his/her site; reports which are partly or fully drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).
- ▶ S/he 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).
- ▶ S/he organises 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).
- ▶ S/he attends internal coordination meetings and participates actively.

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

- ▶ Continue to improve the structuration and autonomy of Benghazi base and improve the coordination between departments
- ▶ Continue to develop PUI image in Benghazi with investing time in external representation and coordination
- ▶ Develop continuous assessment of needs in all sectors and proceed necessary strategic readjustment

Team management

Number of people to manage and their position:

- ▶ Direct management: 4 staff including 3 international positions (Deputy Field Coordinator in charge of programs, Logistic advisor, administrative advisor, MEAL manager)
- ▶ Indirect management: about 24 national staff members.

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ MA/S or equivalent in social science, programme management, international development preferred; 	<ul style="list-style-type: none"> ▶ Experience in Safety Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ At least 1 year experience in a similar Field Co Position ▶ At least 1 year experience in humanitarian context involving populations displacement ▶ Experience working with a variety of donors; ▶ Experience with qualitative and quantitative data collection and analysis methodologies required. 	<ul style="list-style-type: none"> ▶ Extensive training skills and experience building national staff capacity;
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 (OFDA, ECHO, AAP, UN agencies ...) ▶ Excellent writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X X

SOFTWARE <ul style="list-style-type: none"> ▶ Pack MS Office ▶ GIS 	X	X
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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 organisational flexibility;
- ▶ Organisation, rigor and ability to meet deadlines;

Conditions

Status

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

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

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