

Preliminary Job Information

Job Title	HEAD OF MISSION
Country & Base of posting	OCCUPIED PALESTINIAN TERRITORY – RAMALLAH
Reports to	DESK MANAGER
Duration of Mission	12 months

General Information on the Mission

The organization and 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 5 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

PUI started working in **occupied Palestinian territory** (oPt) in 2002 during the second Intifada. From the beginning, PUI's objectives in oPt was to maintain and improve the food security and livelihoods of the most vulnerable populations directly affected by the protracted conflict between Israel and the Palestinians.

PUI initially worked with communities in the northern part of the West Bank heavily affected by the construction of the separation barrier built by Israel in the early 2000's and communities impacted by nearby settlements expansion. As such, PUI has been successfully providing emergency humanitarian aid to vulnerable communities through income generating activities (i.e. distribution of professional tools kits), food assistance (i.e. emergency jobs creation, distribution of livestock kits or support to small-scale farmers, food distribution) and Water and Sanitation projects (water network construction and chlorination awareness campaigns).

Following the Israeli military operation "Cast Lead" in 2009, PUI also expanded its intervention to the Gaza Strip to support families impacted by the repetitive conflicts and violations of IHL mainly in the Access restricted Area (ARA) of the Gaza strip.

In 2012, PUI formalized its protection approach in its humanitarian programs with a strategic focus on protecting livelihoods and securing economic access to food in communities where populations are directly exposed to violations of Human Rights (HRL) and International Humanitarian Law (IHL), and at-risk of forced displacement.

PUI's Protection projects include: support to farmers whose lands are under access restrictions, reporting on settlers' violence and providing protective response to households and communities to mitigate the threats of settlers violence, land confiscation and risk of forcible transfer. PUI's areas of intervention have been targeted based on protection criteria such as villages and agricultural lands totally or partially located in Area C, villages close to settlements or to the separation wall and the Access Restricted Area (Gaza). Protection related activities both in the West Bank and Gaza Strip are implemented through a consortium of INGOs funded mainly by ECHO (but not only). In addition to this, PUI implements long-term projects focused on access to land and livelihood, especially for vulnerable groups (like women or war-affected people), both in Gaza and West Bank.

Since 2015, PUI's strategy focuses on providing support to populations affected by the coercive environment and subsequent violations of IHL/HR in both the West Bank (WB) and the Gaza Strip (GS). It combined several sectors to prevent the loss of livelihoods and displacements of population as a consequence of protection threats, lack of services (Health, Education, WASH), and lack of access to agricultural lands or job opportunities.

In the Northern West Bank, PUI operates in 3 districts (Qalqiliya, Salbit, and Nablus) with programming in protection, livelihoods and women economic empowerment. In the Gaza Strip, PUI operates in 3 districts (Middle Area, Khan Younis, Rafah, Middle Area & Gaza), including a big part in the ARA Rafah) with programming in emergency response/NFI, protection, WASH, shelter, rural development, access to land and livelihoods, agriculture and heritage protection.

PUI is leading on several issues including settler violence (WB) and the Access restricted Area (ARA) in the GS.

PUI's strategy/positioning in the country

As a result, PUI's strategy focuses on providing support to populations affected by the coercive environment and subsequent violations of IHL/HR in both the West Bank (WB) and the Gaza Strip (GS).

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In the West Bank, PUI operates with programming in protection, livelihoods and women economic empowerment. In the Gaza Strip, PUI operates with programming in emergency response, protection, FSL and shelter.

PUI is leading on several issues including settler violence (WB) and the Access restricted Area (ARA) in the GS.

History of the mission and current programs

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In addition to this, PUI has also implemented till end of 2016, a long-term project in the West Bank focused on Women's Economic Empowerment. In Gaza Strip, Livelihood projects dedicated to Women empowerment are currently ongoing and are planned to be expanded.

Configuration of the Mission

BUDGET FORECAST 2019	3 M€
BASES	RAMALLAH, NABLUS, GAZA
NUMBER OF STAFF EXPATRIATES	40 staff including 6 expatriates
SENIOR MANAGEMENT TEAM	SENIOR MANAGEMENT TEAM: 1 HoM (EXP), 1 DEPUTY HoM (EXP), 1 GAZA FIELD COORDINATOR (EXP), 1 WEST BANK FIELD COORDINATOR (NAT), 1 ADVOCACY COORDINATOR (EXP), 1 PROTECTION COORDINATOR (EXP), 1 ADMIN/FIN COORDINATOR (NAT)
ACTIVITY SECTORS	Protection; Livelihood and food security; Emergency response & Preparedness; shelter/NFI, Wash; Advocacy

Job Description

Overall objective

The Head of Mission is responsible for the smooth functioning and the development of the mission.

Tasks and Responsibilities

- ▶ **Safety** : He/She is in charge of security on the mission.
- ▶ **Programmes** : He / she coordinates the teams and ensures the proper implementation of the programs on the mission in collaboration with and supervision of the Deputy HoM. He / She follows the needs and suggests new interventions and approaches to develop the mission.
- ▶ **Human Resources**: In collaboration with and supervision of the Finance and Administration Coordinator, he/she ensures that the mission is adequately staffed and supervises the teams (defining objectives, monitoring).
- ▶ **Logistical, administrative and financial monitoring**: In collaboration with and supervision of the Finance and Administration Coordinator, he / she makes sure that the logistics and administrative practices are in compliance with PUI procedures and formats and are consistent with donor guidelines.
- ▶ **Technical monitoring**: In collaboration with and supervision of the Deputy HoM and its Field Coordinators, he/she ensures that technical practices respect PUI's procedures and formats and are in compliance with PUI's operational policy.
- ▶ **Representation** : In collaboration with and supervision of the advocacy manager, he/she represents the association in its relations with partners, donors, media and different authorities and remains the ultimate responsible for the contents shared by the mission.
- ▶ **Strategy/Development**: He/She ensures that PUI positioning in the country is consistent with the humanitarian needs and the stakeholder's analysis.
- ▶ **Relations with Headquarters**: He/She ensures that information is properly circulated between Headquarters and the field and ensures that due dates are respected.

Specific Goals and Related Activities

1. ENSURING THE SAFETY OF GOODS AND PEOPLE

- ▶ He/She ensures that PUI's safety management procedures and formats are in place on all locations of the mission.
- ▶ He/She ensures that safety plans for each base and each mission are up-to-date, known and understood by everyone (expatriate and national).
- ▶ He/She ensures that material and personnel resources are sufficient to ensure the optimal safety of the teams, the equipment and the beneficiaries.
- ▶ He/She ensures that in case of a safety incident, the information concerning the incident is communicated without delay, to the Desk Manager and in accordance to the existing format.
- ▶ He/She ensures that safety information is properly collected, analysed and that alerts or important information are effectively communicated (to the Headquarters and the field) while ensuring a good relationship with relevant external stakeholders.

2. ENSURING PROGRAMMES ARE PROPERLY CARRIED OUT AND SUGGESTING NEW OPERATIONS

- ▶ In collaboration with and supervision of the Deputy HoM and the Field Coordinators, he/she ensures that programmes are properly carried out (targets, monitoring of timetables, respect of activity schedules, budgetary monitoring and contractual reports etc).
- ▶ In collaboration with and supervision of the Deputy HoM, he/she alerts the Desk Manager and/or the headquarters' Program Officer in case of major concerns.
- ▶ In collaboration with and supervision of the Deputy HoM, he/she ensures a formal coordination system on the field (interservice meetings, reports etc).
- ▶ In collaboration with and supervision of the Deputy HoM and the Field Coordinators, he/she suggests new operations and has them validated by the Desk Manager. He/She makes sure that the aforementioned documents subscribe to PUI's mandate and to the operational policy and are in accordance with the strategy of the mission.
- ▶ He/She ensures that action plans for each department are effectively carried out and monitored and are on track to achieve the results defined within the framework of the mission program.

3. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS ON THE MISSION

- ▶ In collaboration with and supervision of the coordination team, he/she supervises directly or indirectly all local and international teams on the mission (according to line managements).
- ▶ In collaboration with the coordination team, he/she defines the mission's organization chart and submits it for validation to the Desk Manager.
- ▶ He/She is involved in the recruitment process of the members of his/her team upon request from headquarters.
- ▶ In collaboration with and supervision of the relevant coordinator, he/she defines the objectives of each key staff at the beginning of the mission and checks them regularly during and at the end of the mission.
- ▶ He/She ensures that each member of staff (local and international) is evaluated at least once during the mission by his/her superior (by their direct supervisors).
- ▶ He/She ensures that briefings are completed for each new expatriate arrival and leads the security briefing.
- ▶ He/She recommends internal or external trainings.
- ▶ He/She prepares or delegates to the line managers the job descriptions of expatriates who need to be replaced or hired and communicates them in due time to the headquarters.

- ▶ He/She is particularly sensitive to managing the teams' stress. He/She monitors and validates holidays and also mediates potential conflicts, seeking appropriate support in case of an accident.
- ▶ He/She ensures PUI's Internal Regulations are respected.
- ▶ He/She protects PUI's image in the country and thus makes sure the entirety of the staff complies with the values maintained by the organization and is respectful of the local culture.

4. ENSURING THE LOGISTICS AND ADMINISTRATIVE MONITORING OF THE MISSION

- ▶ He/She gives his/her consent for local procurement and submits purchase requests to the Desk Manager for approval (in accordance with internal rules and donor guidelines).
- ▶ In collaboration with and supervision of the Admin/Fin Coordinator, he/she ensures that PUI's logistics procedures (or those of the donor if they are stricter) are in place and monitored, especially for supplies, stock, fleet etc.
- ▶ In collaboration with and supervision of the Admin/Fin Coordinator, he/she ensures that a supply is prepared for each project through a procurement plan and that it is updated as purchases are made.
- ▶ In collaboration with and supervision of the Admin/Fin Coordinator, he/she ensures that PUI's administrative procedures (finance, HR etc) are in place and monitored.
- ▶ In collaboration with and supervision of the Admin/Fin Coordinator, he/she ensures that the mission's accounting is sent to the headquarters within the defined timeframe.
- ▶ In collaboration with and supervision of the Coordinators and key staffs, he/she ensures that the administration produces budgetary monitoring for each project and that this monitoring is made available and analyzed with the logistics department, program managers and technical managers.
- ▶ He/She ensures that PUI respects national law (labor law, taxes etc).
- ▶ He/She ensures that PUI is registered in the country of operation.

5. ENSURING THE TECHNICAL MONITORING OF THE MISSION

- ▶ In collaboration with the Deputy HoM and technical staff, he/she ensures the respect of technical practices, in conformity with the mandate and operational policy of the association by guaranteeing a permanent connection between the different coordinators and technical employees with their representative at the Headquarters.
- ▶ He/She ensures that the strategy of the mission and the programmes respects the technical regulation of the association.

6. ENSURING THE REPRESENTATION OF PUI

- ▶ He/She represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Manager.
- ▶ He/She participates in important coordination meetings and is an active member of these meetings.
- ▶ He/She is responsible for communication and advocacy in general and more specifically with the media and thus provides guidance to the Advocacy Manager.
- ▶ He/She may be called to travel within the region to meet PUI's partners.

7. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION

- ▶ He/She initiates, organizes and ensures that the mission strategy is prepared, in coordination with expatriate and local teams as well as with the Headquarters.
- ▶ He/She keeps informed of changes in the humanitarian and political context of the country and the sub-region.
- ▶ He/She participates in the development of the mission by securing close contact with bilateral and multilateral donors.
- ▶ He/She is responsible for the development of the mission. Thus, he/she provides humanitarian monitoring and supervises the launch/initiation of new assessments as needed.
- ▶ He/She may be called for ad-hoc support in the region.

8. ENSURING RELATIONS WITH THE HEADQUARTERS

- ▶ He/She is the main link between the headquarters and the mission.
- ▶ He/She ensures internal and external reporting to the headquarters, respecting internal authorization timeframes (sitrep, incident report) and external contractual due dates (project reports).
- ▶ He/She ensures information from the Headquarters is circulated on the field and vice versa (monthly and ad-hoc sitrep).
- ▶ He/She participates annually in the Mission's Week at the headquarters.

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

- ▶ Diversifying the portfolio of PUI both in WB & GS by exploring better the nexus between development and humanitarian aid, by identifying complementary interventions to our current humanitarian portfolio, approaching new donors, strengthening the relation with local partners,
- ▶ Progressively fine-tune the restructuring of OPT mission in order to keep it sustainable and independent.

Team Management

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

- ▶ Direct management: 1 Deputy HoM (EXP), 2 Field Coordinators (EXP/NAT), 1 Advocacy Manager (EXP), 1 Admin/Fi/Log Coordinator (NAT), 1 Consortium Data Analyst (EXP)

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
EDUCATIONAL BACKGROUND	Master political sciences, International Law, Humanitarian Business school	<ul style="list-style-type: none"> ▶ Strategy ▶ Management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian Development ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 5 years of humanitarian/development aid experience at a similar position ▶ Proven experience in developing multi-program strategy (contingum humanitarian/development context) ▶ Middle-East ▶ Protection / Livelihood
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Proposal design ▶ Management ▶ Diplomacy ▶ Fundraising ▶ Detailed knowledge on donors' guidelines (ECHO, UN agencies, EuropeAid, AFD...) 	<ul style="list-style-type: none"> ▶ Experience in developing Gender-oriented projects ▶ Working with local partners ▶ Advocacy and IHL / HRL
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (arabic) 	X	X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Leadership skills and the ability to make decisions ▶ Trustworthiness and a sense of responsibility ▶ Charisma and the ability to awake enthusiasm for the work the project involves ▶ Ability to use authority, when necessary ▶ Analysis and synthesis abilities (discernment, pragmatism) ▶ Ability to adapt ▶ Organisational skills, ability to be thorough and respect due dates ▶ Strong listening and negotiation skills ▶ Good people and communication skills ▶ Ability to remain calm and level-headed ▶ General ability to resist stress and particularly in unstable circumstances ▶ Sense of humor 		
Other		
<ul style="list-style-type: none"> ▶ <u>Mobility</u>: Extensive travel may be required 		

Proposed terms

Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Compensation
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2000 to 2530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
Benefits
<ul style="list-style-type: none"> ▶ 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