



JOB DESCRIPTION

Preliminary job information

Title	EXPLORATORY HEAD OF MISSION (WITH HEALTH FOCUS)
Country & Base	COLOMBIA
Reports to	EMERGENCY OFFICER
Expected Date Of Arrival	15/02/2019
Duration of Mission	2 months
Funding ensured until	15/04/2019

General information on the mission

Context and Première Urgence Internationale positioning

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. 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-AMI 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 on average 200 projects per 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, Caucasus and Europe.

Crisis context

Venezuela faces a major political, economic and social crisis, with hyperinflation, acute scarcity of food, medicine and other basic goods and one of the world's highest murder rates. During widespread protests against Maduro's government, dozens of opposition demonstrators have been killed. The July 2017 election of an all-powerful Constituent Assembly closed down almost all remaining democratic spaces, sparking widespread condemnation in the region and around the world. In recent years, almost 2.3 million people left Venezuela to live, mostly, in Colombia, Ecuador, Peru, Argentina, and Chile. In the short term, migration places significant pressures on the provision of services, institutions, labor markets and the social dynamics of the receiving areas, affecting most the vulnerable populations in both the migrant and local communities.

Colombia hosts the largest number of Venezuelan migrants (1.2 million), 750 000 on the first nine months of 2018. Amongst them, 24% are nationals who are returning to their home country. Between 70,000 and 80,000 Venezuelan citizens cross the border with Colombia every day. While most return to their country the same day, others stay in Colombia. On 2 August, 442,000 Venezuelans were granted a Special Stay Permit (PEP) providing them legal status for two years.

In absolute terms, Bogotá is the city with the largest number of migrants. However, in relative terms, the border areas (Norte de Santander, Arauca and Guajira) are the most affected, with the migrants representing between 2.5% and 5% of the population. These regions have development lags, which limits their ability to absorb migrants.

Some Venezuelans in Colombia live in precarious conditions, sometimes staying in public installations such as transport terminals, with multiple needs including shelter, protection, health and WASH. Almost 70% of Venezuelans in Colombia are estimated to have irregular migratory status and are particularly vulnerable to violence and exploitation. They lack access to basic services and work. Only 40% of the migrant children are in school, and the migrant population is twice as likely to be unemployed than the local Colombian population. The cost of additional public services caused by migration including education, health, water and sanitation, early care, housing support, employment services and institutional strengthening lies between 0.23% and 0.41% of Colombia's GDP.

In early February, the Colombian government tightened entry restrictions and security along the border with Venezuela, deploying an additional 3,000 security personnel, and temporarily halted the processing of new border mobility cards. Increased traffic along illegal border crossing routes has been reported since entry restrictions changed. Armed groups control many illegal crossing points, which leads to protection concerns for people using these crossings.

New policies implemented by other Latin American countries will likely worsen the situation in Colombia. Since 18 August, Ecuadorian authorities demand that all Venezuelans must hold a valid passport to enter the country. The same measure was to be implemented from 25 August in Peru. Other countries, such as Panama, Honduras, Nicaragua, Guatemala and El Salvador, had already started to implement a special visa policy for Venezuelans. Colombian authorities are concerned that these new policies will lead to an increase in human trafficking, tensions with host communities, and general insecurity.

Première Urgence Internationale positioning

PUI sent a first mission to Colombia in early 2019, to understand better the situation and figure out if there was a possibility of intervention for PUI. This first exploration phase was done together with Solidarités, and led the teams in Bogota to meet with stakeholders and in several regions all across the country to assess the situation at field level. All information is available in the report of this mission, but basically it showed great needs, lacks in coverage and some financial opportunities. From now on and still in close collaboration with Solidarités, PUI wishes to position itself in Colombia to open a mission and start projects in the country. In a longer term, the interest would actually be on Venezuela, where it would be intended at some point to open a mission as well.

As in many areas, PUI is willing to begin its humanitarian answer in **health**. If it still has to be built, the partnership with Solidarités is meant to go on, and complementarity is to be found in the activities. Therefore a serious understanding of humanitarian health needs and of PUI intervention framework are needed to properly set-up the mission there.

Job Description

Overall objectives

Under the direct supervision of the Emergency Officer, the Exploratory Head of Mission main objectives are the following

- ▶ To set PUI as a renown actor in Colombia
- ▶ To set-up an operational strategy in country
- ▶ To launch the first activities

Related Activities

- ▶ Register PUI as a humanitarian actor in Colombia
- ▶ Represent PUI towards donors and crucial stakeholders
- ▶ Coordinate needed assessments
- ▶ Manage the team for assessment if needed
- ▶ Draft the first concept notes and proposals
- ▶ Ensure signature of MoU with the key local actors
- ▶ Set-up a draft of strategy for PUI in Colombia
- ▶ Gather information for a possible positionning in Venezuela
- ▶ Respect and (when relevant) enforce, the security protocoles defined, the logistics frames and the financial procedures of PUI.

TEAM COMPOSITION:

- ▶ The exploratory/opening phase may include the recruitment of dedicated staff
- ▶ Work will be done in close collaboration with Solidarités Exploratory HoM

Specific Objectives and Related Activities

1. ENSURING THE SAFETY & SECURITY OF GOODS AND PEOPLE

- ▶ S/he ensures that relevant security and safety protocols are designed and enforced.
- ▶ S/he ensures that all areas targeted by the assessments are properly assessed security-wise and that all staff under his/her supervision are properly briefed
- ▶ S/he ensures that material and personnel resources are sufficient to ensure the optimal safety of the teams, the material and the beneficiaries.
- ▶ S/he ensures that in case of a security incident, the information concerning the incident is communicated, without delay, to the Head of Emergency Department and in accordance with the existing format.

	<ul style="list-style-type: none"> ▶ S/he ensures that safety & security information is properly collected, analysed and that alerts or important information is effectively and timely communicated to the HED ▶ S/he ensures the implementation of a strict movement tracking system both in-country and in link with the HED. ▶ S/he provides a comprehensive analysis of the security situation in the areas identified for assessment / intervention to the HED for prior validation
2. ENSURING THAT NEEDS ARE PROPERLY ASSESSED AND THAT RELEVANT HUMANITARIAN ACTIONS ARE DESIGNED AND/OR IMPLEMENTED	<ul style="list-style-type: none"> ▶ S/he is responsible for the provision of comprehensive analysis of the gaps in humanitarian needs' coverage ▶ S/he is responsible for the collection of relevant data from external stakeholders pertaining to the humanitarian situation in the country ▶ S/he attends all relevant humanitarian foras at both central or local level and interacts consistently with relevant external stakeholders for the collection of information regarding the humanitarian situation ▶ S/he is responsible for the proposition, resources design and coordination of in-depth technical assessment within identified areas of concern (including additional resources to be discussed and validated at HQ level) ▶ S/he establishes a formal coordination mechanism within his/her team and between the team and external stakeholders ▶ S/he supervises the deployment of the assessments, the data collection and analysis and ensures real time sharing of general findings ▶ S/he initiates, organizes and ensures that the general and/or in-depth assessment findings are translated into intervention propositions. S/he prepares Concept Notes and shares them with the HED. ▶ S/he leads the fundraising strategy of PUI in the country and advocates towards relevant donors for the coverage of the identified humanitarian gaps ▶ S/he leads, if relevant, the preparation of the deployment of interventions in the country
3. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS IN-COUNTRY	<ul style="list-style-type: none"> ▶ S/he supervises all local and international staff in the country ▶ S/he leads the definition of HR needs (both national and international staff) for the diagnosis and (if relevant) the intervention phase ▶ S/he, in direct link with HED, identifies international HR needs and provides relevant Job Descriptions / Terms of Reference ▶ S/he leads the recruitment process of national staff during the diagnosis phase ▶ S/he briefs, or has someone else brief, each new member of the in-country staff, when they take on the job, on the context, the objectives and the working schemes of the mission, as well as safety regulations, logistical and administrative procedures, financial management and human resources and the use of communication means. ▶ S/he leads the training of expatriate or national staff (organizational, methodological and potentially technical support, organization of trainings, etc) ▶ S/he is particularly sensitive to managing the team's stress. S/he monitors and authorizes "breaks" and also mediates potential conflicts, seeking appropriate support in case of an incident. ▶ S/he ensures PUI's Internal Regulations are respected. ▶ S/he protects PUI's image in the country and thus makes sure the entirety of the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.
4. ENSURING THE LOGISTICAL AND ADMINISTRATIVE MONITORING IN-COUNTRY	<ul style="list-style-type: none"> ▶ S/he leads the identification of means and resources (including human, material and financial resources) to be allocated in-country and conveys them to the HED ▶ S/he, ensures that all in-country staff are respecting PUI logistics and administrative procedures and formats ▶ S/he is responsible for the management of financial / cash resources in-country ▶ S/he leads the mapping of the in-country logistics and administrative environment, including (primary items/services price lists, suppliers lists, labour legal frames, financial institutions...) ▶ S/he supervises premises, equipment...under the responsibility of the mission staff (vehicles, IT equipment, office equipment, radio-communication and telecommunication equipment) and ensures they are properly utilized. ▶ S/he is responsible for general cost optimization of the mission deployment ▶ S/he is responsible for the drafting of financial and logistics components of project proposals
5. ENSURING THE REPRESENTATION OF PUI	<ul style="list-style-type: none"> ▶ S/he represents the association at external meetings (authorities, humanitarian stakeholders...) and relevant coordination schemes ▶ S/he leads the official registration process of PUI in the country ▶ S/he participates in important coordination meetings and is an active attendee of these meetings.

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Project management ▶ Health training or at minimum strong experience in health projects coordination 	<ul style="list-style-type: none"> ▶ Financial Management ▶ Logistics and Security
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 5 years of humanitarian experience in project coordination. ▶ Previous experience as Head of Mission in an NGO, including with PUI ▶ Previous experience in assessment / exploratory missions ▶ Successful experience in expatriate team management and multi-sector programmes. ▶ Security management ▶ Health projects coordination 	<ul style="list-style-type: none"> ▶ Security management ▶ Experience in COUNTRY/REGION ▶ Management of technical projects (Health/Food Security/WASH/Shelter)
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent negotiation skills ▶ Excellent writing skills ▶ Excellent safety and security management and analysis skills 	
LANGUAGES <ul style="list-style-type: none"> ▶ Spanish ▶ English ▶ Other (to be specified) 	Mandatory	French an asset
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 strong advocacy skills ▶ 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 ▶ Ability to work in unstable circumstances. ▶ Ability to work with minimalistic comfort and limited support resources 		

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 3 190 up to 3 520 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