

Preliminary Job Information

Job Title	FIELD COORDINATOR
Country & Base of posting	BANGLADESH – COX’S BAZAR
Reports to	HEAD OF MISSION
Creation / Replacement	Replacement
Duration of Mission	6 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. 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, Eastern Europe and France.

Crisis context

Bangladesh has been the second theatre of the Rohingya crisis for more than 30 years. The Muslim minority has faced decades of repression and discrimination in its home country Myanmar/Burma, precisely in the north of Rakhine State, resulting in many of its members seeking refuge in neighboring Bangladesh, in the southern region of Cox’s Bazar. Since the events of the 25th of August 2017, over 700,000 Rohingyas have crossed the border from Myanmar to Bangladesh, making this the world’s fastest developing refugee emergency. In mid-October, there were more than one million cumulative refugees in the country, as 300 000 Rohingyas were already in Bangladesh following previous waves of displacement. The sudden surge in the number of Rohingyas arrivals has stretched the capacities of humanitarian organizations/agencies operating in Bangladesh. These new arrivals are being hosted in camps for registered refugees, but also overcrowded makeshift settlements, including schools, community centers, religious buildings, and with local families. New clusters of settlements have also been set up and continue to expand.

The Rohingya crisis is creating immediate needs for cross-sectorial assistance. Concerns for the newly displaced persons include lack of access to food security and nutrition, need for WASH facilities, shelter, health, psychosocial support (PSS), gender and protection issues and Restoring Family Links (RFL) services.

Première Urgence Internationale positioning

Based on the strategy established during the exploratory mission in October, PUI has been implementing Site Management activities in the main refugee site since the end of 2017. PUI has also started to implement WASH activities in Teknaf area since October 2018. The Site Management operations have been developed in Camp 19 (under IOM funding) and the WASH activities are being developed in Camp 24, 25 and 27 (under CDCS – French MoFA funding).

While PUI first intervened in Bangladesh through a portage system organized with HI, since PUI obtained its registration in May 2018, a new strategy has been developed and PUI is now operating independently with a primary focus on Site Management, WASH and Protection mainstreamed and PUI is now willing to deepen the current intervention sectors. A Health proposal has also been submitted to ECHO and is still under examination.

Configuration of the mission	
BUDGET FORECAST 2019	1.2 MILLION USD
BASES	Cox's Bazar
NUMBER OF EXPATRIATES	8
NUMBER OF NATIONAL STAFF	50+
NUMBER OF CURRENT PROJECTS	2
MAIN PARTNERS	IOM, CDCS
ACTIVITY SECTORS	Site Management, WASH

Job Description

Overall objective

Under the direct supervision of the Head of Mission, 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

1. **Safety:** In collaboration with the Head of Mission, with the support of the Logistic Coordinator, he/she is responsible for the safety of the base.
2. **Program:** He/She is accountable for an adequate definition and efficient implementation of the projects. S/he 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.
3. **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.
4. **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.
5. **Representation:** He/She represents PUI with the stakeholders (such as donors, authorities, International/Local NGOs) under the responsibility of the HoM.
6. **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.
7. **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 AT THE SITE**
 - ▶ He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both internationals and nationals).
 - ▶ He/She 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.
 - ▶ 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 his/her immediate supervisor 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 his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.
2. **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...) and reports to his/her immediate supervisor.
 - ▶ He/She ensures the running of coordination mechanisms at base level, follows it up (meetings, written reports...), 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.

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

- ▶ He/She supervises all national and international staff members on the site.
- ▶ He/She guides the work of the managers/heads of departments at the site, tracks the realization of their objectives, and leads the mid-term and final appraisal 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 site.
- ▶ He/She ensures compliance with the Internal Rules and Regulations of PUI on the site.
- ▶ He/She makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ In compliance with the organizational chart in force, 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 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 ensures the organizational chart of the base is regularly updated, and has it endorsed by his/her immediate supervisor and the Admin Coordinator.
- ▶ He/She 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.
- ▶ 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.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITE

- ▶ He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the Finance & Admin Coordinator (FAC) every month, 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 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 FAC.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the FAC according to the agreed calendar. Together with the FAC, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the FAC, 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.

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 Managers.
- ▶ He/She may attend 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

- ▶ Ensure development of new projects
- ▶ Strengthen compliance with logistical, administrative and financial procedures implemented at the base level
- ▶ Promote a clear sharing of responsibilities between the base and the coordination

Team Management

Number of people to manage and their positions

- ▶ Direct management:
 - Expatriate: PMs (Site Management, WASH), Log Manager
 - National: Admin/Fin Manager, Field Co Assistant
- ▶ Indirect management: Approximately 50 persons

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"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> X – At least 2years previous NGO experience X - previous working experience abroad X – At least 2 years managing teams
KNOWLEDGE AND SKILLS	<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; 	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ 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. ▶ Security management and context follow-up ▶ Excellent writing skills
LANGUAGES	<ul style="list-style-type: none"> ▶ English ▶ French 	<ul style="list-style-type: none"> <li style="text-align: center;">X
SOFTWARE	<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	<ul style="list-style-type: none"> <li style="text-align: center;">X
		Saga / Umap

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

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 + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leave per year + return ticket every 6 months