

Job information

Job Title	HUMANITARIAN AFFAIRS OFFICER
Country & Base of posting	LIBYA BASED IN TUNIS (50%) AND BENGHAZI (50%)
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT
Expected Date of Arrival	10/06/2019
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 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

After more than forty years in power, the revolution of 2011 put an end to Mouammar Kadhafi's reign. Libya has been ever since confronted to a challenging political instability due to the state breakup. Since 2014, a new civil war has been underway. In this context, the country is divided between different military and political forces. This instability has a strong impact on the Libyan population's living conditions. It reduces day after day its access to essential services.

In 2019, thousands of persons remain displaced in camps across the country while some went back to their household. These persons, displaced or "returnees", are facing a high level of vulnerability. Simultaneously, numerous refugees, asylum seekers and migrants fleeing authoritarian regimes or poverty are passing through Libya. Some of them are into the hands of human traffickers before risking their lives crossing the Mediterranean Sea.

Recurrent armed conflicts, political instability and economic collapse have led to a complex humanitarian crisis. The United Nations estimate 823,000 persons are going to need humanitarian assistance this year in Libya (OCHA, HNO 2019).

Thus, after eight years of crisis and instability, access to essential services remains largely limited, in particular for the most vulnerable persons. Première Urgence Internationale has identified an extremely concerning situation in terms of psychosocial disorders and access to healthcare. To a great extent, the former is due to the persisting conflict and the dysfunction of basic services. The latter is explained by infrastructure destructions, breaks in drug supplies and a shortage of medical material and qualified human resources.

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

In this context, Première Urgence Internationale intervenes for the improvement of both Libyan and migrant populations' living conditions. Since the Libyan mission implementation in 2017, Première Urgence Internationale has been developing access to primary healthcare and psychosocial assistance in Benghazi and its surroundings.

In the framework of quick impact projects, our teams have led the restoration of three healthcare centers as well as the refurbishment of the import control Agency and of the Al Jala hospital's emergency service. In addition, our five mobile clinics have been providing primary healthcare activities in the region of Benghazi. They provide free support for primary, maternal and child healthcare, chronic disease treatment and access to psychosocial support. PUI has also led healthcare activities in migrant detention camps located in eastern Libya. Refugees, asylum seekers and migrants in general are caught in a vice. On one hand, being victims of discriminations, they face difficulties to access essential services. On the other hand, they are compelled to live hidden from human traffickers.

This year, in partnership with other organizations, PUI launched a two-year project whose objective is to improve Libyan healthcare authorities' capacities to treat chronic diseases, specifically in terms of personnel training and disease prevention.

Besides, Première Urgence Internationale has extended its intervention to the water, hygiene and sanitation sector. First, by restoring a pumping station in a district of Benghazi. Our teams also organize regular distributions of hygiene kits to families living in camps and precarious accommodations.

Furthermore, in 2018, PUI conducted an exploratory mission in the Al Kufra region (south-east Libya) in order to identify the specific needs of this isolated area and develop an adapted humanitarian response.

Configuration of the Mission

BUDGET FORECAST	4 700 000 €
BASES	COORDINATION IN TUNIS & OPERATIONAL BASE IN BENGHAZI
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	64
NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	ECHO + CDCS + UNHCR + EU Delegation
ACTIVITY SECTORS	Health and Psychosocial support, Rehabilitation & Early Recovery
EXPATRIATE TEAM ON-SITE	Head of mission, Admin / Fin coordinator, Logistics coordinator, Deputy Head of Mission for Programs, Medical coordinator, Basic Needs coordinator, and Humanitarian Affairs Officer

Job Description

Overall objective

Under the overall supervision and direct line management of the Head of Mission, the Humanitarian Affairs Officer (HAO) is a specialist position leading on the integration of humanitarian analysis, civilian protection, and advocacy's strategy into PUI's operational response, in line with PUI policies and values.

The HAO is responsible for the monitoring, analysis, and reporting regarding the humanitarian response and context developments in Libya. He/She provides sound analytical inputs and advice that contribute to develop an advocacy agenda, as well as improving institutional and capacity to articulate PUI operational strategy in Libya within the framework of International Humanitarian Law and International Human Rights Law.

Tasks and responsibilities

Under the direct supervision of the Head Of Mission:

- **Context follow up and analysis:** He/She ensures the monitoring and analysis of local and regional context and stakeholders' analysis, in order to provide a sharpened understanding of the Libyan situation and to produce briefing materials and other reports for dissemination to PUI staff.
- **Communication and advocacy:** Through the gathering of information and context analysis, he/she develops advocacy materials and dissemination activities to enhance the protection of civilians and humanitarian principles into PUI's operational response. He/She actively contributes to PUI's communication plan design and implementation. He/She produces external communication tools.
- **Internal & External Coordination/Representation & Networking:** At the sight of the local context and external developments, He/She provides advices and ensures that humanitarian principles and good practices are transversely integrated in the mission's projects. . He/She represents PUI before external actors (NGOs or clusters) or in humanitarian coordination forums.
- **Protection mainstreaming:** He/She supports the technical coordinators by focusing on protection/"Good practices" inputs in the projects' design, implementation and monitoring.

Specific objectives and linked activities

1. CONTEXT FOLLOW-UP AND ANALYSIS

- ▶ He/She monitors, analyses, and reports on humanitarian response and developments in Libya, as well as the local (Libya and Tunisia) and regional context intended to a variety of key actors (e.g. internally to the mission and HQ, and externally to international aid community, government officials and donors)
- ▶ He/She undertakes stakeholders' analysis (actors mapping, conflict dynamics comprehension: power, resources, and key actors), and analyses the current developments taking into account the local background (historic, anthropologic, sociopolitical) seeking to provide a better understanding of local dynamics to increase acceptance and improve operational and advocacy responses to populations in need
- ▶ He/She performs targeted research and provides data analysis concerning the local context to support projects and inform operational programmatic orientations
- ▶ He/She designs and implements data collection systems with regards to humanitarian issues (mapping of humanitarian needs and activities) in order to provide reliable information for the development of both operational and advocacy strategies
- ▶ He/She participates in the preparation of assessment missions through the prior context analysis
- ▶ He/She produces the briefing materials and presentations providing up-to-date analysis on trends and developments on the humanitarian situation and context developments in Libya, notably the humanitarian and security contexts and related needs, gaps and priorities
- ▶ He/She develops a key informant network by assisting the establishment or strengthening partnerships with the relevant stakeholders
- ▶ He/she is responsible for recovering macro data related to the context and humanitarian situation to feed the project proposals
- ▶ Through its knowledge of the last context developments and its analysis, He/She supports to Technical Coordinators and the HoM for proposal writing
- ▶ He/She supports in the compilation of PUI sitreps
- ▶ He/She creates and shares, on a regular basis, humanitarian information products to provide PUI's staffs with a comprehensive picture of the humanitarian situation

2. COMMUNICATION AND ADVOCACY

- ▶ Under the supervision of HoM, He/She revise and update the current advocacy-communication strategies
- ▶ He/She provides support in the reflexion on advocacy (Positioning, subjects, to whom, etc.)
- ▶ He/She participates in the definition and targeting of advocacy messages to raise awareness of humanitarian issues at local/national/international levels, such as protection of civilians, funding gaps, specific vulnerabilities, principled humanitarian action
- ▶ He/She prepares a range of core supporting and advocacy materials for internal and external use (reports, communications, policy guidelines, briefings, letters, position papers, and presentations of the humanitarian crisis and response, etc.)
- ▶ He/She participates and/or assists in organizing work groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters
- ▶ He/She maintains relationships with the main stakeholders based in Tunisia to promote PUI activities, priorities, and concerns
- ▶ He/She develops a network of key informants, allies and target for development and dissemination of advocacy messages
- ▶ Under the supervision of HoM, and in accordance with HQ communication policy, He/She develops the communication plan of the mission and ensures its implementation:
 - Internal Communication: Between Field/Coordination/HQ on PUI activities on the Libyan mission (Press review, internal newsletter)
 - External communication: Public (Social media, articles, photos reportages, etc.), Medias (Newspapers, etc.)
- ▶ He/She collects and centralizes information, stories, photos and videos, programmatic data from the projects, and is involved in developing information documentation about PUI activities in Libya

3. INTERNAL & EXTERNAL COORDINATION / REPRESENTATION & NETWORKING

- ▶ He/She ensures that regular participation to humanitarian coordination forums is sustained
- ▶ He/She actively participates to / represents PUI in humanitarian working groups in Tunis (INGO Forum Advocacy working group, Refugee & Migrant Plateform, sectors meeting – in accordance with Technical coordinators etc.)
- ▶ He/She restitutes to HoM and coordination team on those working group
- ▶ He/She liaises with UN agencies, other humanitarian actors based in Tunis on regular basis in order to understand the humanitarian and protection system impacting Libya
- ▶ He/She ensures that external requests for information by other humanitarian agencies are answered in a timely manner
- ▶ He/She develops and maintains working relationships with relevant local and regional non-state actors, think tanks, academic institutions, human rights organizations to coordinate and time initiatives
- ▶ He/She serves as a primary focal point on policy related issues regarding protection and “good practices”
- ▶ He/She partners with other humanitarian agencies to gather and share data, ensure intern-agency strategic planning and evaluate relief programmes for gap analysis and to ensure the latest findings, lessons learned, socio-political factors and cultural/gender norms are incorporated

4. PROTECTION MAINSTREAMING

- ▶ He/She supports the technical coordinators by introducing protection/“good practices” inputs in the mission strategy, and projects’ design and implementation
- ▶ He/She provides advice on matters regarding the safeguarding of humanitarian principles whilst ensuring the effective delivery of humanitarian assistance
- ▶ He/She conducts discussions, trainings, briefings, etc. about protection mainstreaming, protection core concepts, humanitarian principles, international humanitarian law, and advocacy at project level to raise awareness of PUI national and expatriate staff on these topics
- ▶ Making recommendations to enhance protection mainstreaming in the relevant sectors of the mission, He/She is an advocate for Protection Mainstreaming across the sectors
- ▶ He/She develops existing tools to ensure up to date and technically sound mechanisms are in place for the protection mainstreaming program
- ▶ He/She supports the implementation of corrective actions and monitor progress
- ▶ He/She assists the coordination team in writing regular narrative and quantitative reports when requested When appropriate, He/She supports the technical coordinators with adding a humanitarian affairs/advocacy angle to the design of relevant operational research and supports.

- ▶ He/She participates in the mission's effort to implement contractual donor guidelines (quality standards, procurement, administration...), within the respect of humanitarian principles and international human rights.

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

- ▶ **Advocacy and Communication:** Advocacy's efforts of the mission require to be pursue and reinforced. An active participation in the advocacy working Group will be essential in addition to the internal initiatives. Also, the continuity of the implementation of the communication plan/ preparation of external communication tools (newsletter, posters/leaflets, etc.) and management of existing tools such as social networks (Facebook page) will be required.
- ▶ **Context follow-up and analysis:** The Libya mission requires the regular update of proper briefing materials based on a strong analysis of context and humanitarian developments and actors mapping. In this way, an in-depth focus on analyzing data coming from the field, and regular review of the monitoring tools, will be necessary.

Required profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Master's degree in Law (IHL and/or IHRL), Social Sciences or a related university degree, or equivalent professional experience. 	<ul style="list-style-type: none"> ▶ Training in project management ▶ Training in protection programming ▶ Training in Advocacy Strategy
PROFESSIONAL EXPERIENCE Humanitarian International Technical	<ul style="list-style-type: none"> ▶ Field humanitarian experience in similar contexts (conflict, disasters, resource-poor environments) with PUI or another humanitarian NGO. ▶ Previous experience in developing and implementing advocacy strategy ▶ Experience of writing, reviewing and editing narrative reports, intended to diverse audiences, and including an excellent attention to detail. Experience in networking and building relationships. ▶ Experience in mainstreaming protection in other sectors 	<ul style="list-style-type: none"> ▶ Campaigning organizational experience. ▶ Experience in training and giving workshops about human rights, humanitarian law and principles. ▶ Experience in training on protection mainstreaming practices.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong knowledge of Humanitarian Principles, Core Humanitarian Standards, and International Human Rights Law ▶ Good understanding of current humanitarian debates and of the dilemma/compromise nature of modern humanitarian interventions. ▶ Capacity to build consensus and facilitate collaboration with other humanitarian agencies 	
LANGUAGES English Other (to be specified)	Excellent command in writing and editing documents in English	French and/or Arabic
SOFTWARE Pack Office Other (to be specified)	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including ability to operate Microsoft Word, Excel, Project and database Management software. 	Ability to master communication tools (e.g. InDesign)
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Proven first-rate writing skills and excellent research/analytical skills; ▶ Ability to write and edit reports under deadline pressure; ▶ Ability to guarantee effective and timely outputs; ▶ Excellent communications skills for public presentations; ▶ Strong diplomacy and negotiations skills; ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload ▶ Self-motivated, flexible and adaptable to the needs of the team and organization ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership; ▶ Proven management ability and inter-personal skills – team player; ▶ Problem solving and leadership skills; ▶ Ability to manage conflicting priorities in personal workload. 		

Conditions

Status

EMPLOYED with a Fixed-Term Contract

Compensation

MONTHLY GROSS INCOME: from 1 815 up to 2 145 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 or private accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months