

Preliminary job information

Job Title	DEPUTY AREA COORDINATOR PROGRAM
Country and Base of posting	Afghanistan, Jalalabad
Reports to	Jalalabad Area Coordinator
Creation / Replacement	Creation

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

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1979 just after the Soviet Invasion. Since then, the country has mostly been in conflict, with national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the countries. In 2017, 438 000 people have been internally displaced (bringing the total number of displaced people to 1.7 million) and there has been an influx of more than 550 000 afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities that are already strained by the conflict. The achievements realized by the international community following the post-2001 intervention are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted one to an active one. Many armed groups (mainly Taliban, Islamic State...) are threatening the Government of Afghanistan, struggling to impose its vision of development, despite continuous extended military, financial and political support, nationally and internationally.

Insecurity, economic concerns, governance issues and increased pressure on the delivery of services are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan. Afghan refugees represent the third largest refugee group worldwide and the second largest contingent of asylum seekers to the EU.

In this scenario, with elevated pressure on aid actors, the capacity to deliver aid to the most in need in remote areas is jeopardized. Access on field remains one of the biggest challenges in Afghanistan, especially in some provinces, including Nangarhar and Kunar. The humanitarian crisis is looming as actors are overstretched and resources oriented to other crises. A high capacity to deliver aid is then required in such a complex environment where humanitarian needs are huge.

PUI's Strategy/ Position in the country

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations. PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and under nutrition request a multi-sectoral and comprehensive response in order to decrease the prevalence of the phenomenon. Since the beginning of 2013, PUI in Afghanistan started interventions on emergency preparedness and medical interventions for conflict-affected populations. With constant increasing of civilian casualties from January 2014 to December 2017 (around 10,000 documented during the year 2017), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly increasing number of security incidents in the country, PUI is developing an advocacy plan for development of PFA in the country, in order to support the development of such activity countrywide.

The main programmatic objectives of the mission for 2019-2021 are:

PUI is planning to address the needs of conflict-affected IDPs and population in general, drought-affected IDPs, to improve access and quality of health and nutrition services as well as to tackle the PSS needs of the humanitarian workers who are exposed to traumatic events in their daily work. A specific focus is given on women's health and their access to quality health services.

History of the mission and current program

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs:

BPHS Project in Kunar province:

Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. This project ended in December 2018.

Emergency life-saving intervention in Kunar and Nangarhar provinces:

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 3 decades (exception of the Taliban Regime 1995-2001) with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed. This can be explained by the overall destruction of the Health system after soviet invasion, and the many challenges linked with the rebuilding enterprise throughout BPHS and EPHS services.

As BPHS implementer in Kunar Province, PUI is working with 58 health Facilities to provide Basic Primary Healthcare services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well.

Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project, the provision of Psycho-social First Aid/ psychosocial support.

Although Psychological trauma largely remains a taboo and resilience of population in Afghanistan seems quite high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma.

Nutrition programmes in Kunar province:

While Chronic Malnutrition is a major health public issue at the national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of the World Food Program, UNICEF, and CHF for the implementation of an Integrated Management of Acute Malnutrition program covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold

Establishment of a Sub Health Center in Kunar Province

To balance the increasing issue of mobility of its teams, PUI is establishing a sub health center in Kunar province: after the rehabilitation of the building, the recruitment and the staff, essential primary health care services will be delivered.

PUI is negotiating a new project opportunity with UNDP to fight Malaria in Afghanistan, by managing existing cases and by controlling the vector through mass campaign distribution of LLIN and continuous distribution to pregnant women.

Configuration of the Mission

BUDGET 2018	7 million EUR
BASES	Kabul (coordination office), Jalalabad (Nangarhar office), Assadabad (Kunar Sub base)
NUMBER OF EXPATRIATES	8
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	5 (several additional grants are under negotiation)
MAIN PARTNERS	ECHO, USAID/OFDA, AHF (OCHA), UNDP, WFP, WHI, WHO, MoPH
ACTIVITY SECTORS	Health Nutrition Multi-sectorial Emergency Response Mechanism / Cash-based assistance Protection WASH
EXPATRIATE TEAM ON-SITE	Kabul Country Management: Head of Mission, Deputy HoM Programs, Grants Officer, Health Coordinator, Finance Coordinator, Logistics Coordinator Jalalabad Management: Area Coordinator, Deputy Area Coordinator Programs, Area Finance/Admin Manager

Job Description

Overall objective

The Area Deputy Field Coordinator for Programs ensures the smooth and qualitative implementation of PUI's programs in Eastern Provinces of Afghanistan (Nangarhar, Laghman, Nuristan and Kunar Provinces). She/He is also responsible for representation on technical topics in meetings with humanitarian stakeholders at local level and in charge of proper reporting to the donors supporting the programs.

Tasks and responsibilities

Under the supervision and line management of the Area Field Coordinator, the Area Deputy Field Coordinator (DFC) for Programs is responsible at base level for the direct supervision of projects and project teams in charge of implementing the different activities within the targeted areas.

- ▶ **Programs:** He/She coordinates the project teams and ensures the operational and qualitative aspects of the programs are put into practice properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, synergy of the teams) according to the contractual documents and in line with PUI policies and procedures
- ▶ **Representation:** He/She participates in the technical forums (i.e sub-clusters) at local level
- ▶ **Human Resources:** He/She is the direct line manager of the Project Managers, M&E team and Non-medical specialists in Eastern Provinces and will ensure that appropriate support and capacity building is brought to all senior managers of the programs.
- ▶ **Logistics and Administration:** He/She oversees the logistic and administrative duties of the projects with the support of the Logistic and Admin Departments
- ▶ **Strategy:** He/She ensures the programs developed are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region and based on accurate needs assessments at field level

Specific objectives and linked activities

PROGRAMS SUPERVISION AND OPERATIONAL DEVELOPEMENT AT FIELD LEVEL

- ▶ He/She guides all the Managers under his/her direct responsibility in achieving project objectives and makes sure they guarantee the quality of the work done and respect reporting and implementation timelines
- ▶ He/She fosters the operational development of a strengthened integrated approach in the area of intervention. He/She ensures that tools, processes and communication vectors are relevant to create appropriate coordination and collaboration between the different programs teams
- ▶ He/She provides regular updates on the program implementation and performance to the Area Field Coordinator and Deputy Head Of Mission for Programs
- ▶ He/She alerts the Area Field Coordinator and the relevant stakeholders in case delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operational area, budget, schedule etc)
- ▶ He/She identifies, assesses and analyzes needs with the Project Managers and Non-medical specialists and makes suggestions and recommendations to the Area Field Coordinator and Deputy Head of Mission to improve the quality of activities
- ▶ He/She ensures supervision and close team work between the Project Managers, Non-medical specialists and their teams in relation to the proper implementation of activities

2. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

- ▶ Under the guidance of the Area Field Coordinator, and in coordination with the relevant stakeholders, he/she participates in the sub-cluster meetings on technical issues,
- ▶ He/ She liaises with partners at field level about the technical approaches developed,
- ▶ He/She initiates technical discussions with other humanitarian stakeholders at field level in order to develop technical advocacy for development and implementation of relevant technical approaches to address the humanitarian needs adequately.

3. MANAGEMENT OF PROJECT TEAMS AT FIELD LEVEL

- ▶ He/She is the direct line manager of Project Managers, M&E team and Non-medical specialists.
- ▶ He/She ensures adherence to PUI staff regulations and HR policies (Anti-fraud, Child protection and Prevention of sexual abuse and exploitation policies).
- ▶ He/She identifies gaps and needs in terms of project and team management, and provides support and on-job training to the Project and Activity Managers in regards to budget management, report writing, monitoring and evaluation systems, representation, etc.
- ▶ He/She participates in the briefing of his/her team, and upon request, participates in the recruitment of other key project staffs
- ▶ He/She makes sure that technical guidelines validated at coordination level are well implemented by project teams.
- ▶ He/She conducts regular appraisals of staffs under his/her management.
- ▶ He/She organizes project meetings when needed, minutes reporting, team communication and team building

- ▶ **4. LOGISTICS AND ADMINISTRATION**
- ▶ He/She monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams
- ▶ He/She analyzes the logistics and administrative needs of the projects as identified by the Logistician and the Administrator and ensures support services for programs implementation are operating effectively
- ▶ He/She oversees procurement process for programmes and participates at the decision-making processes related to purchases and selection of contractors
- ▶ He/She validate the PF linked to project.
- ▶ He/She supports the Project Managers in the analysis of Budget Follow Up (BFU) and supports in monthly reviews of Financial Follow Up (FFU)
- ▶ He/She ensures that project teams' practices respect PUI's procedures and formats and are in compliance with PUI's operational policy
- ▶ When the Area Coordinator is not in the base, he/she is the security focal point.

- ▶ **5. CAPITALIZATION, NEEDS ANALYSIS AND PROGRAMMING STRATEGY**
- ▶ He/She fosters capitalization on methodologies, processes and activities in general in direct link with program coordination team
- ▶ He/She remains alert on Humanitarian needs and technical coordination discussion related to PUI interventions in Eastern Provinces of Afghanistan.
- ▶ In partnership with M&E manager and Area Health Manager, He/She foresees assessment needs in the area of intervention, and pilots the implementation of such assessments.
- ▶ He/She helps to set up the MEAL department, works in close contact with the department and supports it in order to ensure quality of the programming
- ▶ He/She is responsible for updating and active using of the Project Management Tool (PMT) and liaise with the departments needed for a complex overview of implemented projects
- ▶ He/She submits monthly situation reports to the Area Field Coordinator and ensures proper submission of monthly reports by the Project Managers and Non-medical specialists
- ▶ He/She supports the Project Managers and Non-medical specialists to develop appropriate reporting tools and submit them on a regular basis
- ▶ He/She ensure the proper archiving of the program documentation.
- ▶ Under the technical supervision of the Deputy head of Mission and M&E Manager, he/she ensures effective and timely data collection related to the indicators listed in the logframes is done
- ▶ He/She reports to the Area Field Coordinator on meetings, project activities and any other relevant information
- ▶ He/She participates in the preparation of intermediate and final reports to the donors (the task will be shared with the Grants Officer and the Project Managers according to their capacities and time available)
- ▶ He/She works closely with the Area Field Coordinator and Area Health Manager to develop high quality funding applications that are needs-based and evidence driven and include inputs from PUI technical teams and Technical coordinators and all involved external stakeholders (targeted communities, potential partners, government authorities, etc.);
- ▶ He/She collaborates with the Area Field Coordinator and the M&E Manager to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcomes indicators and adequate sources of verification, and impact evaluation reports.

Team management

- ▶ The Deputy Field Co for Programs reports directly to the Area Field Coordinator (line manager).
- ▶ He/She works in collaboration with (not exhaustive): Deputy HoM for Programs, Health Coordinator, Grants Officer, Area Health Managers, Base Administrator, Base Logistician.
- ▶ Direct management: Project Manager (4), M&E manager (1) and Non-medical specialist (1 – Construction engineer)

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 	
PROFESSIONAL EXPERIENCE		<ul style="list-style-type: none"> ▶ Experience managing multi-sectorial projects is an asset.
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Minimum of 3 years in the areas of program development, project management, donor reporting and grant compliance; ▶ Successful experience in team management. ▶ At least 1 year Experience as a Humanitarian Project Manager 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong Knowledge of M&E methodology and cycle; ▶ Good training skills ▶ Excellent planning skills 	<ul style="list-style-type: none"> ▶ Prior knowledge of the country/region an asset. ▶ Prior experience in remote management.
LANGUAGES	<ul style="list-style-type: none"> ▶ Excellent command in writing and editing documents in both English and French (desirable) 	<ul style="list-style-type: none"> ▶ Knowledge of Dari/Pashtu is an asset.
SOFTWARE	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including ability to operate Microsoft Word, Excel, database management software, statistical packages, GIS. 	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ A strong commitment to humanitarian principles and the will to make sure beneficiaries' needs are covered as best as the resources available allow.
- ▶ Capacity to delegate and to supervise the work of a multidisciplinary team;
- ▶ Ability to respect security rules
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership;
- ▶ Problem solving and leadership skills and ability to organize and manage priorities
- ▶ Proven management ability and inter-personal skills – team player;
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;
- ▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data;
- ▶ Ability to write and edit reports under deadline pressure;
- ▶ Ability to guarantee effective and timely outputs;
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization;
- ▶ General ability to resist stress;
- ▶ Important organization and rigor skills.
- ▶ Ability to work in stressful situations.

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** : every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months