

Preliminary Job Information

Job Title	DEPUTY HOM FOR PROGRAMS
Country & Base of posting	AFGHANISTAN - KABUL
Reports to	HEAD OF MISSION
Duration of Mission	6 months (renewable upon funding)

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 civilian 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 21 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 country. In 2019, overall 6.3mln people requires humanitarian and protection support. It is also foreseen that in the same year, one million displaced people will require life-saving assistance across multiple sectors.

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. Multiplicity of armed groups are threatening the Government of Afghanistan 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 European Union (EU).

In this scenario, with elevated pressure on aid actors, the capacity to deliver assistance 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, Kunar, Nuristan and Laghman where PUI operates. 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 with respect to humanitarian principles. Indeed, neutrality and impartiality are of key importance 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. Definitely, such problems as malnutrition and undernutrition 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 per year), it became crucial to have health staff and capacity to respond to mass casualties and sudden population displacements.

Due to violent history in the country and increasing number of security incidents from one year to another, PUI is also developing an advocacy plan for implementation of Psychological First Aid (PFA). Stronger awareness of PFA needs is aimed to support rolling out such activity countrywide.

The main programmatic objectives of the mission for 2019:

PUI continues emergency interventions in Kunar and Nangarhar provinces to procure live-saving assistance to people whose needs are the most urgent (ECHO and AHF funded projects). Reduction of malnutrition in Kunar by implementation of targeted supplementary feeding program still constitutes a priority for PUI teams. With the planned recruitment of MHPSS TA and implementation of both PFA and Psychosocial (PSS) activities, mental health remains also a key element of PUI strategy.

History of the mission and current program

Première Urgence Internationale (PUI) traces its presence in Afghanistan back to 1979 when its predecessor Aid Médicale Internationale (AMI) intervened with health programming in the provinces of Wardak, Paktiya and Logar. Over the next close to 4 decades, PUI has implemented projects across the country with main objective to improve access to quality health care services for vulnerable communities and individuals. Against that objective, in 2003 PUI joint Afghan Ministry of Public Health (MoPH) as its implementer of the Basic Package of Health Services (BPHS) and later on of Essential Package of Health Services (EPHS). That collaboration has ended in December 2018. Currently, through a variety of projects, PUI continues addressing needs for quality health services as core of its programming, while the same time the Agency implements complementary activities in line with the integrated approach. Main elements of PUI actions in Afghanistan consist on as follows:

Emergency life-saving interventions:

Since 2011, in collaboration with a number of actors, PUI remain a partner under Emergency Response Mechanism (ERM) providing immediate assistance to those in need after initial shock of displacements or the most vulnerable host communities in the provinces of Kunar and Nangarhar. Interventions under the ERM scheme are harmonized in terms of methodology, modalities and tools, and based on unconditional cash provision.

In hard to reach areas of the Eastern Region, PUI maintains mobile health teams (MHTs) with component of psychosocial first aid. Those teams are dispatched to locations with high concentration of internally displaced population and returnees. MHTs provide essential primary health care including maternal, newborn and child health services.

Nutrition response:

PUI implements a comprehensive package of nutrition activities in close collaboration with WFP/UNICEF and as per the guidelines of Afghan Ministry of Public Health (MoPH). The Agency maintains a buffer stock to mitigate impact of a shortage or delay in supplies. For Severe Acute Malnutrition (SAM) cases with complications, PUI ensures referrals to the closest therapeutic feeding unit for treatment.

Strengthening institutional health care system:

PUI currently leads a variety of projects aimed at strengthening institutional capacity of health care system. In a number of health facilities, PUI ensures availability of trauma care services. In Fatima Tul Zohra Hospital (FTZH) in Jalalabad, the Agency intends to rehabilitate the operational theater, build two recovery rooms and improve WaSH infrastructure. Rehabilitation works are also planned at the Basic Health Center (BHC) level in Kunar province with aim to ensure privacy during antenatal, delivery and postnatal care. PUI also works on strengthening links between BHCs and populations of catchment area (particularly women residing in distant villages) through incapacitating Family Health Action Groups (FHAGs).

Robust training programs as well as referral systems are usually integral part of interventions PUI conducts in Afghanistan.

Configuration of the Mission

BUDGET 2019	6 million EUR
BASES	Kabul (coordination office), Jalalabad (base), Asadabad (sub-base)
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	136 (incl. 28 in health facilities in Kunar province)
NUMBER OF CURRENT PROJECTS	3 (other grants in the process of negotiations/development)
MAIN PARTNERS	ECHO, OFDA, WHI, AHF, UNDP
ACTIVITY SECTORS	Health Nutrition ES/NFI WaSH Protection

	Emergency Response Mechanism (cash-based assistance)
EXPATRIATE TEAM ON-SITE	<p><u>Kabul (coordination office):</u> Head of Mission, Deputy Head of Mission-Program, Medical Coordinator, Grants Officer, Finances Coordinator, Logistics Coordinator, HR Coordinator</p> <p><u>Jalalabad (base):</u> Area Coordinator, Deputy Area Coordinator-Program, MEAL Manager, MHPSS TA</p> <p><u>Asadabad (sub-base):</u> No expatriate team member</p>

Job Description

Overall objective
Under the supervision of the Head of Mission, the Deputy HoM for Programs will lead the Program Department (Technical Coordinators, Monitoring and Evaluation Teams, Grants Officer) in order to coordinate the tactical and strategic programming aspects of the mission for ensuring the implementation of high quality Programs and helping in strengthening the PUI Mission development. S/He will operate these duties in line with the global PUI' Strategic framework and the agreed Country Strategy for Afghanistan.
Scope of duties
The Deputy HOM for Programs plays a key role in coordinating implementation strategy and supports operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance on reporting/documentation, but also to ensure timely, effective and compliant programming in accordance with internal and external principles/requirements. As an implementing organization, PUI places great importance on operational results and impact evaluation. Thus, the Deputy HOM for Programs plays a key role in overseeing monitoring and evaluation, usually in collaboration with the Field Coordinator, and in association with UN Sectors Working Groups.
Specific Goals and Related Activities
<p>1. PROGRAM OVERSIGHT AND DEVELOPMENT</p> <ul style="list-style-type: none"> ▶ Co-animate (with the HoM) the country strategy deging process. ▶ Ensure that all programmes are contextually appropriate. ▶ Ensure that PUI is aware of funding opportunities and strategies of major stakeholders. ▶ Ensure that project implementation is in accordance with PUI's established plans, policies, procedures and core values. ▶ Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities. ▶ Work closely with the HoM, the Technical Coordinators, the Field Coordinator and the Project Managers to address all issues regarding program implementation. ▶ Facilitate integration with other projects and activities within PUI as well as with other partners and government entities. ▶ Ensure M&E systems are in place for the ongoing projects. ▶ Oversee design of programs and field-level monitoring for quality assurance; ▶ Work with the Finance Coordinator, on a monthly basis, to analyse grant budget spending and identify spending trends, in order to anticipate appropriate actions if significant risks are noted. ▶ S/he is the main programatic link between the Headquarters and the mission. ▶ S/he keeps the mission informed of the humanitarian context of the country and the region. ▶ S/he maintains close contacts with humanitarian and political stakeholders.. ▶ S/he ensures data collection and analyzis insuance based on the humanitarian situation and the needs. ▶
<p>2. PROGRAM QUALITY AND MONITORING</p> <ul style="list-style-type: none"> ▶ S/he coordinates the design of a global Quality Management Policy and ensuring the quality management of the whole PUI's program in Afghanistan. Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities. ▶ S/he ensures that project teams are knowledgeable about PUI's technical project implementation procedures as well as donor compliance requirements. ▶ S/he ensures that project teams have the necessary tools to build partner capacity. ▶ S/he oversees the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the programs. ▶ S/he oversees that M&E systems are in place for the ongoing projects. ▶ S/he oversees design of programs and field-level monitoring for quality assurance ▶ S/he ensures the respect of technical practices, in conformity with the mandate and operation policy of the association by guaranteeing a permanent connection between the different medical coordinator/officers and technical coordinator/officers with their counterparts at the Headquarters. ▶ S/he ensures that the strategy of the mission and the programmes respects technical regulation of the association. ▶ S/he is responsible for the development of the mission. Thus, s/he ensures humanitarian supervision and launches new assessments in accordance with needs. ▶ S/he proposes the mobilization the potential resources from other missions for ad-hoc support.

<p>3. INTERNAL/EXTERNAL COMPLIANCE, REPORTING AND DOCUMENTATION</p> <ul style="list-style-type: none"> ▶ S/he ensures all narrative and financial reports related to the programs are submitted in a timely and compliant manner. ▶ S/he ensures dissemination of information with a particular focus on publications of major findings. ▶ S/he supervises the proper maintenance of all files, records and documents relating to PUI program activities ▶ S/he collaborates with the Field Coordinator and Project Managers in order to ensure the quality of projects proposals/reports against internal and donors standards of operations. ▶ S/he ensures appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
<p>4. COORDINATION WITH PARTNERS AND EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> ▶ S/he acts as point of contact for all routine donor communication. ▶ S/he coordinates the PUI attendance in coordination/technical meetings with donors, NGO, UN agencies or Governmental bodies. ▶ Link regularly with other humanitarian stakeholders, and follow up any potential relevant collaboration. ▶ S/he collaborates with respective line ministries and other organizations' technical staff working in sectors of interest to PUI to build partnerships. ▶ S/he ensures that PUI programs are recognized/promoted and implemented in accordance with relatives agendas (Government, Clusters, etc.). ▶ S/he participates in meetings and seminars within PUI, nationally, and internationally as requested by the situation
<p>5. FIELD IMPLEMENTATION TEAM PERFORMANCE ANALYSIS</p> <ul style="list-style-type: none"> ▶ Supervise technical coordinators to conduct the Program growth and development. ▶ Cultivate an atmosphere conducive to sharing of lessons-learned and to mutual learning among PUI' Sectors. ▶ Provide guidance to technical coordinators to achieve goals and ensure accountability to beneficiaries, partners, and donors. ▶ Provide guidance to field coordinators in supervising their project teams to ensure sound planning, implementation or timely reporting.
<p>6. ENSURING THE REPRESENTATION OF PUI</p> <ul style="list-style-type: none"> ▶ S/he represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Officer in his/her periodical report, or ad-hoc when necessary. ▶ S/he participates in important coordination meetings and is an active attendee of these meetings. ▶ S/he is responsible for external communication in general and for contacts with the media. ▶ S/he may be called to travel within the region to meet PUI's partners.
<p>Focus on top priority activities related to the context of the mission</p> <ul style="list-style-type: none"> ▶ Comprehension of the context (Security and displacement of persons) ▶ Develop projects according to PUI strategy in country ▶ Develop PUI notoriety in the country
<p>Managerial relationships</p> <ul style="list-style-type: none"> ▶ Under the direct management of: HoM ▶ Under the indirect supervision of: HQ Desk Officer ▶ Manages directly: Medical Coordinator, Grants Officer ▶ Functional relations with: Technical Coordinators, Field Coordinators, Security Advisor, HQ Desk Program Officer, HQ Desk Finance Controller, HQ Desk Logistic Referent, HQ Desk Technical Referents

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project management ▶ Education in Agriculture/Watsan /Public Health/Psychosocial ▶ Financial Management ▶ Human Resource Management ▶ Logistics and Security
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Min. 3 years of humanitarian experience in project co-ordination. ▶ Successful experience in expatriate team management and multi-sector programmes. ▶ Experience in security management ▶ Previous experience as Deputy Head of Mission in an NGO or OSI 	<ul style="list-style-type: none"> ▶ Experience with PUI ▶ Experience in project progression.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Team management ▶ Project management ▶ Detailed knowledge of the donors (ECHO, OFDA, UN agencies, EuropeAid, AAP...) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances.
LANGUAGES		

<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other 	Mandatory	x Dari
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 		
Other		
<ul style="list-style-type: none"> ▶ <u>Mobility</u>: Extensive travel may be required 		

Proposed terms

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 420 up to 2 750 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** : Break every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months