

Job information	
Job Title	Field Coordinator
Country & Base of posting	LEBANON – Saida Base
Reports to	Head of Mission
Creation / Replacement	Replacement , expected arrival 15 th of March 2020
Duration of Handover/Induction	2 weeks
Duration of Mission	12 months

General information on the mission
<p>Context</p> <p>As the Syrian Crisis is in its ninth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 4.5 million refugees from Syria have fled to neighboring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt.</p> <p>After Turkey, Lebanon is the second host country for Syrian refugees with over 1.125 million refugees registered for an overall population of less than 4.5 million (Source: LCRP 2016). Prior to this crisis, Lebanon was already hosting 250,000 Palestinian refugees. This longlasting presence increases the pressure on the national infrastructures and social services, in a country where 330,000 Lebanese are under the poverty line.</p> <p>An unprecedented number of civilians (refugees and host communities) are affected by the protracted Syrian crisis, in terms of increased impoverishment and vulnerability. Syrian refugees in particular are exposed to constant violation of the Humanitarian laws, with little perspective for them to reach a sustainable solution (resettlement to a third country, local integration or return to country of origin). They are not located in camps but scattered in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level</p> <p>South Lebanon (South and Nabatieh Governorates)</p> <p>Saida is the third city in Lebanon in terms of population, and 396,210 individuals live in Saida district, which is part of the South governorate. Saida is located on the coastal road.</p> <p>Saida district hosts:</p> <ul style="list-style-type: none"> • 43,964 displaced Syrians, including 2,814 living in ISs¹ with poor shelter and WASH conditions, and more exposed to protection issues • 113,022 deprived Lebanese among a total of 250,602 residing in the district² • 96,060 registered Palestinian refugees, mainly settled in Ein El Hilweh and Miye o Miye camps³. Within the whole country, Saida is the city in Lebanon hosting the highest number of Palestinian refugees. <p>In the absence of effective and comprehensive social safety net, the low resilience capacities and increased vulnerability of deprived population expose them precarious socio-economic conditions (exploitation, unsafe working and living conditions, risk of eviction due to high rent fees, etc.) and prevent them from accessing basic goods and services (deterioration of food security index, limited access to health care system, legal assistance, etc.)</p>

Due to the competition for jobs and pressure, tensions between refugees and host communities are rising. Based on a mapping of inter-community tensions, UNDP classified seven villages in Saida district as having tensions, two of which with high tension (Bissarieh and A'aqbieh).

According to the VASyR 2018, the economic situation of the refugees has slightly improved in the past year. In the South governorate, 36% of the households are still earning less than the Survival Minimum Expenditure Basket and 60% under the Minimum Expenditure Basket. This situation is mostly due to the cumulative effect of severe strain on already weak services and infrastructure, leading to the depletion of assets, and the increasing number of households who face debt issues.

Coping mechanisms of Syrian refugees remain the same throughout the country in 2018, the four main strategies adopted being: 1/ reduced expenditures on food, 2/ bought food on credit, 3/ reduced essential non-food expenditures, and 4/ spent savings. However, if the first and third strategy have decreased, a higher number of households claimed buying food on credit and spending their savings. This reveals that food security is directly impacted by the lack of sustainable and sufficient source of income (VASyR 2018 preliminary results).

The socio economic situation of the country is worsening at a fast pace since October 17th and the beginning of the civil unrest. Protests have appeared, requesting the complete overall of the political system and better public services.

PUI's strategy/position in the country

Present in the country since 1996, PUI (registered as PU-AMI in Lebanon) has a long experience in assisting conflict affected populations in the South. Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North (Akkar), Mount Lebanon and, South (Saida) of Lebanon.

In 2018, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 3 strategic pillars targeting the most vulnerable populations (Poorest Lebanese, most vulnerable Syrians Refugees, Populations of Palestinian camps) :

- Access to quality infrastructure and services
- Access to safe, stable, sufficient and sustainable livelihoods
- Core humanitarian assistance for most vulnerable individuals

History of the mission and current programs

Première Urgence Internationale (PUI) is a non-governmental, non-profit 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. PUI leads in average more than 200 projects a year, providing assistance to around 4 million people in more than twenty countries – in Africa, Asia, the Middle East and Europe.

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectorial approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organizations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities.

Configuration of the Mission

BUDGET FORECAST 2018	9.000.000 EUROS
BASES	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA)
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	150
NUMBER OF CURRENT GRANTS	5
MAIN PARTNERS	BPRM, EU MADAD, OCHA, WFP, Fondation Abbé Pierre
ACTIVITY SECTORS	Health, Food Security and Livelihoods, Infrastructure, Shelter Rehabilitation and IS/CS Management – Protection
TEAM ON-BASE	Saida Base, 4 Project Managers, 3 Support Managers Total number of staff: around 60

Job Description

Overall objective

The Field Coordinator is responsible for the overall functioning of the Base, and proper implementation of programs developed on that Base.

Tasks and responsibilities

- ▶ **Safety:** In collaboration with the Head of Mission and with the support of the Humanitarian Affairs Manager, He/She is responsible for the safety of the Base.
- ▶ **Program:** He/She is accountable for an adequate definition and efficient implementation of the projects. S/he ensures the coordination between the Support teams (Admin, Log and Humanitarian Affairs) and Program teams in order to timely and qualitatively guarantee that the objectives and results of the projects are reached. S/He preventively identifies issues, gaps and delays that may impede the correct implementation of the projects and proposes mitigation plan to the HoM.
- ▶ **Human Resources:** He/She supervises all the teams of the Base, composed of national and international staff, with substantive support from the HR Coordinator of the mission.
- ▶ **Administrative and financial support:** He/She oversees the 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 Administrative and Finance Coordinator of the mission.
- ▶ **Logistical support:** He/She oversees the logistical components of the base for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator of the mission.
- ▶ **Representation:** He/She represents PUI with the stakeholders (such as donors, authorities, International/Local NGOs).
- ▶ **Coordination:** He/She centralizes and disseminates information from/to the Base, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the Head of mission.
- ▶ **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 BASE

- ▶ He/She ensures that the safety plan for the Base is up-to-date, and that everyone knows and understands it (both expatriates and nationals).
- ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analysis to be disseminated to the Head of Mission regularly or on an ad-hoc basis.
- ▶ He/she keeps the Head of Mission informed of the Security Situation on a regular basis and informs the Head of Mission immediately in case of serious security incident. He/She verifies that the material and Human Resources of the Base are adequate to ensure the optimal safety of teams, materials and 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 the Head of Mission without delay and reported upon in accordance with PUI's guidelines.
- ▶ He/She verifies that the tools available and the resources allocated to security and safety 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.
- ▶ He/she ensures, with the support of the Security Manager, that regular communication with all stakeholders involved in security management and communication with Donors on eventual restrictions of movement in /access to certain areas that impact the programmes implementation, is taking place.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programs on the Base (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to the Head of Mission.
- ▶ He/She sets up a formal coordination system and follows up as needed.
- ▶ He/She validates all documents produced in the context of the project(s) at base level (including the reporting) before submission to Coordination Office and HQ for final approval, 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 agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ He/She is responsible for developing proposals, resulting from the needs identified by the Base team after validating the relevance. When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, in order to prepare complete project proposals, and in line with the donors' formats as well as PUI's internal rules.
- ▶ He/She participates in the Strategy development exercise of the mission.
- ▶ He/she leads the overall base planning process (Project Monitoring Tool, Detailed Monthly Plans & Reports), supports managers in their planning, ensures monthly plans are accurate and effective, and disseminates these plans to Coordination in a timely manner

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

- ▶ He/She supervises all national and international teams on the Base and is the final responsible person for the overall management of all the Human Resources in the Base.
- ▶ He/she manages directly: the Humanitarian Affairs Manager, the Admin - Finance - HR Manager and the Logistics Manager. He/she guides staff under his/her direct responsibility in achieving project objectives, guarantee the quality of the work done and compliance with procedures, and the respect of reporting and implementation timelines.
- ▶ He/she manages all expat staff on the base. He/She guides the work of the expatriates at the Base, tracks the realization of their objectives.
- ▶ He/she leads the mid-term and final evaluation exercises.
- ▶ He/She participates in the hiring process of Managers he/she directly manages, and supervises the hiring process of other Managers. He/She participates in any decision related to the termination of employment contracts of all local personnel on the Base.
- ▶ He/She drafts job descriptions for all local and expatriates staff under his/her direct supervision and validates all JDs at Base Level in coordination with Technical Coordinators and HR Coordinator.

- ▶ He/She endorses job profiles of local staff drafted by the Technical Managers at his/her Base, and forwards them for endorsement to the AFC, and to any other potentially relevant party, (depending on the position).
- ▶ He/She validates the organogram of the base.
- ▶ He/She ensures compliance with the Internal Human Resources Rules and Policies of PUI on the Base.
- ▶ He/She is responsible to ensure the proper administrative management of local staff, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel, through the direct management of the Admin/HR Department.
- ▶ He/She makes sure that all local employees are subject to a written evaluation every 6 months, following up with the Admin/HR Department and all managers.
- ▶ He/She assumes or delegates responsibility for the integration of any new employee in the Base, 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, through a direct follow-up with Admin/HR, Log and Security Departments. S/He is to directly explain to all new employee the Guidelines linked to abuse of Beneficiaries, corruption and respect of the humanitarian principles of the organisation.
- ▶ He/She identifies the training needs of the staff in the Base in coordination with all Managers and coordinates with the HR Coordinator for final validation and organisation of trainings.
- ▶ He/She makes sure that interpersonal conflict within the Base are handled by the responsible Managers and he/she actively participates in explanation meetings when needed, being the final decision maker on the dispute. He/she makes sure that a professional working atmosphere is in place at base level and that a culture of respect and open communication is in place.
- ▶ 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 behaviour consistent with the values upheld by the organization, and with full respect for the local culture.

4. ENSURE ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE BASE

- ▶ He/she is the overall budget holder for the majority of lines of the projects under his/her responsibility. Through the direct follow up on the financial forecast and supporting the Managers, he/she ensures that the forecast is properly updated and that all donors and internal procedures are respected and that commitments are in line with available budgets.
- ▶ He/she makes sure that the Forecast Follow Up (FFU) process takes place regularly at Base level and that all Managers actively and regularly participate in it. He/she is responsible for the overall balance of expenses for each project and of making sure that the Forecast corresponds to the reality and is respected.
- ▶ He/she is responsible for sharing project budgetary proposals as per the needs identified in the field and in a cost-efficient manner following the HR and equipment needs analysed with managers.
- ▶ He/she is responsible for identifying the concrete needs, together with managers, in order to shape realistic budget plans for Mid-year reviews and needed Budget amendments at base level.
- ▶ 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 Base
- ▶ Concerning 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 the Head of Mission and to the Admin & Finance Coordinator.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules. Together with the Admin & Finance Coordinator, he/she tracks the cash flow for his/her Base, and oversees disbursements
- ▶ He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.

5. ENSURE LOGISTICAL SUPPORT FOR THE BASE

- ▶ He/She ensures that the needs of the Base are met through the direct management of the Logistics Department.
- ▶ He/She ensures that the Base is equipped with the needed infrastructure necessary for execution of the work in optimal conditions of safety.
- ▶ He/She oversees the vehicle fleet and more globally ensures its proper functioning as well as the maintenance of all equipment belonging to the Base.
- ▶ He/She ensures that the storage of all property and equipment is adequate through a close follow-up with the Log Department.
- ▶ He/She makes sure that the Log Monthly follow up is conducted on a regular basis and that the inventory of supplies and equipment for the Base is updated.

- ▶ Together with the Admin & Finance Coordinator, he/she ensures that a system of internal oversight is in place at the Base. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

6. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER BASE

- ▶ He/She represents the organisation 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.
- ▶ He/She attends main coordination meetings, and participates actively or delegates to managers the participation of working groups, with a close follow-up on steps and participation.
- ▶ In the event of visits from Donors, he/she participates in the organization and implementation of the visit.
- ▶ He/she guarantees the representation in front of local authorities and non-governmental actors when needed and ensures that PUI's work is understood and accepted in the areas of implementation.

7. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She attends internal coordination meetings and participates actively.
- ▶ He/She is responsible for validating (and sometimes writing) donor reports for programs implemented on his/her Base; reports include contractual reporting and extra reporting requested by donors (Weekly, monthly, quarterly and final reports). He/she makes sure that inputs from Technical Coordinators are included in the reporting and after validation sends to Coordination when needed second validation.
- ▶ He/She sends the internal and external reports to the HOM and Technical Coordinators 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 Base to the Coordination Office, and from the coordination office to the Base.
- ▶ He/She attends internal coordination meetings and participates actively.
- ▶ He/She attends external coordination meeting in the area under her/his responsibility or make sure working groups are attended by the respective programme managers and/or coordinators.

Focus on 4 priority activities related to the context of the mission / base

- ▶ Support the HR scaling up of the Base, and encourage capacity building of staff.
- ▶ Support the operational scaling up of the base, and ensure availability of methodologies, tools, database and other materials / resources to capitalize and improve programming.
- ▶ Maintain and guarantee the rationalization of resources used for the implementation of the projects to ensure a constant cost-efficient analysis of the structure and making sure resources match the needs of the programmes
- ▶ Improve the quality of the humanitarian situation analysis and response suggested through needs-based assessments.

Team Management

Number of people to manage and their position:

- ▶ Direct management: Humanitarian Affairs Manager, Admin/Finance Manager, Logistics Manager, MEAL manager, shelter/wash manager, Health pm, protection pm
- ▶ Indirect management: around 20 staff (ongoing scaling up)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING		
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ MA/S or equivalent in social science, program management, international development preferred; ▶ At least 3 years of experience in projects development/implementation (1M€ yearly budget); ▶ Extensive training skills and experience building national staff capacity; ▶ Strong experience in Budget/Finance Management (cost-efficiency) ▶ Experience working with a variety of donors; ▶ Experience with qualitative and quantitative data collection and analysis methodologies required; 	<ul style="list-style-type: none"> ▶ Experience in Safety and Security Management ▶ Experience in protracted complex humanitarian crises.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ 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. 	<ul style="list-style-type: none"> ▶ Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies ...) ▶ Excellent writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	X	Saga / ArcGis / Google Earth

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 stand pressure
- ▶ Sense of diplomacy and negotiation skills
- ▶ Analytical skills, particularly in understanding humanitarian and basic needs of populations in complex, urban context.
- ▶ Capacity to adapt and be flexible
- ▶ 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, donors and other humanitarian actors.
- ▶ 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

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** : separate housing in Saida, possible family posting.
- ▶ **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