JOB DESCRIPTION

Preliminary Job Information	
Job Title	**GRANTS OFFICER**
Reports to	**DEPUTY HEAD OF MISSION PROGRAMS**
Country & Base of posting	**IRAQ, ERBIL**
Creation/Replacement (incl. name)	Replacement
Expected Date Of Arrival	Mid-January 2019
Duration of Handover	10 days
Duration of Mission	6 months

General Information on the Mission

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. PUI 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. PUI's 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.

Humanitarian Context in Iraq

Wide-scale violence and armed conflict erupted in Iraq in January 2014. In Anbar governorate, the cities of Ramadi and Falluja were particularly affected, the violence and its impact quickly grew. Also in June 2014, ISg, together with other armed groups, attacked and seized control of Mosul and large portions of northern Iraq, including areas of Diyala, Kirkuk, Ninewa, and Salah al-Din governorates. The Government of Iraq (GoI) has conducted multiple military operations since 2016 to regain control of territories held by ISg and announced in November 2017 that military operations had successfully concluded in their retaking of all Iraqi territory. Military operations in Mosul, Anbar and Salah Al-Din have led to ongoing massive internal displacements, serious and systematic violations of civilian protection and basic human rights, interrupted access to basic services, and put a severe strain on host communities. The country is now gradually moving from an emergency situation which required lifesaving operations to a post-conflict transition towards durable solutions. As per the HNO published by OCHA on November 2019, 5.67 million people are in need of humanitarian assistance, with 1.77 million in acute need. Half of them are concentrated in Ninewa and Anbar governorates. Furthermore, an estimated 2.8 million returnees continue to form a complex caseload for humanitarians, development actors, relevant government agencies and donors, with 1.2 million in acute resilience and recovery needs.

PUI in Iraq

Implemented in Iraq since 1983 through Aide Médicale Internationale (AMI), and since 1997 through Première Urgence (PU), PUI (Première Urgence Internationale) brings help to vulnerable refugees, displaced persons as well as host communities (to avoid marginalization when the pressure on available resources becomes unbearable), in order to improve their living conditions and reinforce their resilience to enable them to regain dignity and autonomy. PUI's objective in Iraq is to provide a humanitarian response to needs arising from movements of population through actions aimed at reinforcing the existing Health system, and providing Mental Health Psychosocial Support to the people in need, but also at providing access to Shelter, to drinking Water, Hygiene and Sanitation. Given the scale of the crisis and the needs observed, PUI emphasizes multiple sectoral interventions and develops as much as possible an integrated approach, keeping health the core sector of its intervention.

Current programs of PUI in Iraq

1. Integrated Health, Protection, WASH and Shelter services provision to IDPs and vulnerable communities living in areas previously affected by the conflict in Anbar, Ninewa and Dohuk Governorates of Iraq

The project aims at improving the living conditions of vulnerable populations in areas still impacted by the previous conflict, through health, protection, shelter and WASH interventions, and at providing health and protection services to IDPs in camps.

2. Strengthening quality and access to mental health services in Iraq, in consortium with ACF-lead, IMC and HI
The project aims at improving the access to quality mental health and psychosocial care in Iraq through enhancing technical capacities of governmental institutions at the ministry of health level, capacity building of stakeholders at national and governorates levels and promotion of mental health care. In particular, the project supports the mental health authorities in Iraq in order to improve the access and quality of services as well as increase community resilience.

3. Emergency Response to the North East Syria refugees through the provision of Primary Healthcare services in Bardarash refugee camp, Kurdistan Region of Iraq
The project aims at ensuring the access to quality primary health care services to the Syrian refugees affected by the emergency in North-East of Syria (started on October 2019, and still ongoing as per the end of November). The assistance includes the revitalization of a PHCC, awareness campaigns on good health and hygiene practices, referrals to secondary health care, in addition to mental health and psychosocial support, and sexual and reproductive health services.

Configuration of the Mission	
BUDGET FORECAST 2020	7,250,000 Euros
BASES	ERBIL, DOHUK, MOSUL, BAGHDAD, RAMADI, HADITHA
NUMBER OF EXPATRIATES	18
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	OFDA, MADAD, CDC
ACTIVITY SECTORS	Health, MHPSS, WASH, Shelter, Protection
EXPATRIATE TEAM ON-SITE	Erbil Coordination: Head of Mission, Deputy HoMP, Logistics Coordinator, Finance Coordinator, HR Coordinator, Grants Officer, Health Coordinator, MHPSS Coordinator, Infrastructure&Rehabilitation Coordinator, MEAL Coordinator Mosul: Field Coordinator, Project Manager, Base Logistics Manager, Base Admin Manager Baghdad: Area Coordinator, Deputy Area Co Programs, MEAL Manager, Admin Manager

Job Description

Overall objective

Under the direct supervision of the Deputy Head of Mission for Programs, the Grants Officer is responsible of the fluid dissemination of information related to the mission's grants, together with the organization and drafting of concept papers, proposals, and reports. S/he gathers all necessary information on the ongoing projects in order to adequately communicate on PUI's activities. S/he strongly contributes to PUI's internal and external coordination participation.

Tasks and Responsibilities

- **Development of projects' proposals and amendments**: under the supervision of the DHoMP and HoM, S/he leads the elaboration of all project's concept notes, proposals and projects' amendments
- **Reporting**: S/he ensures PUI staffs at mission-level are aware of all internal and external reporting requirements – S/he leads the planning and writing of interim and final narrative reports
- **Project follow-up and monitoring**: S/he supports the DHoMP in the project's follow-up and monitoring (programs general follow-up, indicators' and objectives' progression)
- **Visibility and communication**: S/he contributes to the visibility of donors and PUI within the frame of the projects, and ensures the preparation of external communication content and tools.
- **Context follow up**: under the supervision of the DHoMP and HoM, S/he contributes to the follow-up of local, Iraqi, and regional context and disseminates selected information
- **Internal/External Coordination**: S/he facilitate organization of internal meeting and attends as required to external meeting

Specific objectives and linked activities

DEVELOPMENT OF PROJECT'S PROPOSALS AND AMENDMENTS

- With PUI Coordination staff, S/he participates to the strategic development of new projects' concept notes, proposals and projects' amendments
- S/he anticipates the sharing of the retro-planning, annexes' lists and contractual templates for concept notes, projects' amendments and projects' proposals to Coordination staff, the operational team and HQ. S/he ensures key information is known by the operational team
- S/he gathers and compiles relevant information and inputs, and ensures the final versions are drafted in a timely manner with an attention to quality (organization, coherence and quality of writing). May also be involved in the writing of some general sections if needed.
- In collaboration with Coordination and Field staff, S/he gathers and prepares all necessary attachments and annexes to the concept notes, proposals and projects' amendments, with a particular attention to indicators' measurement and beneficiary counting
- S/he ensures that final versions of submitted donor documents/packages are communicated to the operational team.

REPORTING

- S/he ensures that internal and external contractual requirements as well as deadlines are known and respected by PUI's operational team
- S/he follows-up on mission-level reporting requirements and ensures the data/reports are submitted on time (e.g. Activity Info, HIS/EWARN, 3RP, others)
- S/he shares the retro-planning, annexes' lists and contractual templates for donor interim and final reports
- S/he is in charge of reviewing the reports and sending feedbacks to the bases. Then, s/he ensures the final versions are compiled and drafted in a timely manner with an attention to the quality (compiling and double-check of all data, quality and coherence of writing, justification of challenges, general analysis of project's implementation, etc.)
- In collaboration with Coordination and operational team, s/he prepares all necessary attachments and annexes to the reports.
- S/he liaise directly with HQ, with support from DHoMP, on the reports review and submission.
- S/he ensures that final versions of donor reports are communicated to the operational team.
- When relevant, S/he participates to the capacity-building and training of relevant PUI staff contributing to the mission's reporting

3. PROJECT FOLLOW-UP AND MONITORING

- S/he supports the DHoMP and operational team in the general follow-up and monitoring of projects
- As part of the programs' briefing, S/he trains the Project Managers to the use of the Project Monitoring Tool (PMT)
- S/he creates the PMT templates and cooperates with the operational and MEAL teams in the measurement of indicators
- S/he reviews monthly all PMTs, compiles when needed and liaises with HQ

4. VISIBILITY/COMMUNICATION

- Under the supervision of HoM and DHoMP, S/he is involved in developing information documentation about PUI activities in Iraq.
- S/he encourages PUI's operational team to send information, stories, photos and videos and centralizes content at coordination level
- Under the supervision of HoM and DHoMP, and in accordance with HQ communication policy, S/he writes blog notes, articles, website updates or stories and runs the mission's social media page
- S/he guides field staff on visibility requirements from donors.

5. CONTEXT FOLLOW-UP

- S/he contributes to a regular follow up of local, Iraqi, and regional context regarding sociopolitical as well as humanitarian aspects through a press review and/or information in regular compiled reports
- S/he collects and centralizes the relevant humanitarian reports published

INTERNAL/EXTERNAL COORDINATION

- S/he ensures a fluid dissemination of information across the mission by sharing any significant information to relevant stakeholders
- S/he archives base meeting minutes; and takes note during coordination meetings and shares them with the coordination team
- S/he effectively files all documents related to PUI activities in Iraq
- S/he ensures that regular participation to humanitarian coordination forums is sustained.
- S/he attends cluster meetings, and, upon request from the DHoMP, can attend bilateral/multilateral meetings with NGOs/donors – S/he takes and shares minutes
- S/he ensures that external requests for information by institutional stakeholders are answered in a timely manner

Focus on 3 priority activities related to the context of the mission

- Participating to the writing of proposals and project's amendments
- Reporting process to be revised at the mission level
- Support to be provided for communication and visibility

Team Management

Number of staff to manage and their position (expatriate / national staff)

- Direct management: N/A
- Indirect management: N/A
- Functional: N/A

This position is managed by the DHOMP.

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	▸ Bachelor or Master's Degree in International relations, Political sciences or related field	▸ Project management
PROFESSIONAL EXPERIENCE ▸ Humanitarian ▸ International ▸ Technical	▸ Experience with PUI	▸ Experience in working in Arab/Muslim countries will be an added value
KNOWLEDGE AND SKILLS	▸ Excellent writing skills in both English and French languages ▸ Detailed knowledge of donors (USAID, UN agencies, etc.)	▸ Good knowledge on Middle East context
LANGUAGES ▸ French ▸ English ▸ Other (Arabic)	 X X	 X
SOFTWARE ▸ Pack Office ▸ Other (please specify)	 X	

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

- Organizational skills, rigor, ability to be thorough and respect due dates
- Excellent writing skills
- Good communication and interpersonal skills
- Autonomy and proactivity
- Trustworthiness and a sense of responsibility
- Analysis and synthesis abilities (discernment, pragmatism)
- General ability to resist stress and in unstable circumstances particularly

Conditions

Status

- EMPLOYED with a Fixed-Term Contract

Salary package

- MONTHLY GROSS INCOME: from 1650 up to 1980 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