

Preliminary Job Information

Job Title	HEAD OF MISSION
Country & Base of posting	THE DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA (DPRK), PYONGYANG
Reports to	DESK OFFICER
Creation/Replacement (incl. name)	Replacement
Duration of Handover	10 days
Duration of Mission	12 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 victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

Première Urgence Internationale implements nearly 200 projects every year, in sectors such as food security, health, nutrition, infrastructure rehabilitation, WASH (Water, Sanitation and Hygiene) and livelihoods and economic recovery. PUI provides aid to approximately 7 million people in 21 countries, in Africa, Asia, the Middle East, Eastern Europe, the Caucasus and France.

The Democratic People's Republic of Korea (DPRK) is one of the most isolated countries on the planet. Since its foundation in 1946, the country has been cut off the non-socialist world because of the Cold War. Towards the end of the 1980s, it then lost its main ideological partners with the collapse of the Soviet Union and the progressive disassociation of China. The constant degradation of the national economy have created a precarious situation for a large part of the population, especially in the countryside. Frequent natural disasters (drought and flood) further weaken the limited resources of the rural population. Emergency responses are often needed to prevent food shortages, repair infrastructure damages or limit epidemics. The accurate estimation of the humanitarian situation in the DPRK represents a constant challenge, but there is no doubt that the population's needs are extremely important. According to the latest Needs and Priorities Report published by the United Nations, it is estimated that 11 million people are malnourished, representing nearly 43% of the total population. Vulnerable populations like children under 5 and pregnant and lactating women suffer from nutritional deficiencies. The available health indicators seem to show that child mortality is approximately 13.7/ 1,000, and maternal mortality is 66/100,000, which puts the DPRK far behind other countries in the region.

Since 2006, only five NGOs are authorized to work permanently in the country. Called "European Unit Program Support" (EUPS), they essentially lead programs in food security or WASH.

The funding available for the NGO's projects are limited and often depend on the international situation.

Life conditions in Pyongyang are generally considered to be good. All the expatriates are regrouped in a specific neighborhood and constitute a close-knit and united community. It is necessary to obtain prior-authorization and to be accompanied to get out of the city, but weekend excursions are still possible. Several leisure activities are easily accessible, and everyone can regularly practice sports (tennis, squash, pool, gym, volleyball, horse-riding, golf), learn languages, or play music. Expatriates can go to some markets and supermarkets, with a correct diversity of products. Some restaurants, bars and cafés are close to the expatriates' neighborhood.

Access to quality healthcare is nonetheless very limited, and even basic interventions often require immediate repatriation to Beijing. It is strongly discouraged to bring young children. Security rules and codes of conduct need to be strictly respected, in order to avoid any trouble or complications with the local authorities.

PUI's strategy/position in the country

The context of the North Korean Mission is unique, given the very specific standing of the country on the international scene, and the internal politics which frame and limit the possibilities of interventions. The needs of the population remain very important, even if they are difficult to identify precisely. The situation in North Korea could be described as a "voluntarily forgotten crisis" by the aid donors and international organizations, which are often reluctant to intervene in a country that clearly suffers from a poor image at the international level. PUI's positioning, as the rest of the humanitarian community, consists in differentiating between the needs of the population from political considerations and the regime's official statements. PUI remains convinced that it is possible to develop efficient aid for the most vulnerable populations of the country: our presence in the country plays a positive role on its opening and its development.

Projects focusing on development and pre-development insure that PUI has a long-term presence in the country and more particularly stable areas of intervention. Those projects are essentially designed in the health and food security sectors, but other interventions in WASH (Water, Sanitation and Hygiene), disaster prevention and protection could also be developed. In keeping with PUI's global intervention strategy, the projects are designed to be the most integrated possible, meaning they can offer a complete response to an issue and identified needs.

However, natural disasters frequently hit the DPRK (droughts, floods) and thus prompt emergency and post-emergency interventions in order to bring immediate assistance to the victims. The funding for these interventions are often hard to secure, and one needs resourcefulness to find ways to respond to the crisis efficiently. Indeed, given the limited access to the field, especially in emergency situations, it can be difficult to efficiently monitor the implementation of humanitarian actions, which necessitates new, innovative and pragmatic approaches.

The international sanctions taken against the DPRK might further complicate the implementation of activities, especially when it comes to international procurement. The Mission has to be very reactive to the evolution of the sanctions regime, to make sure that the derogation and authorization processes are well respected.

To have the means to monitor the projects throughout their implementation, to refine one's understanding of the context, to observe the socio-economic evolutions (access to electricity, farmers markets, watchwords, etc.) and to establish a climate of trust with the local authorities, PUI has chosen to focus its activities on a same geographic area, in the South Hwanghae Province. However, there is still some flexibility to implement future actions, depending on the needs and the access possibilities in the long-term.

Since 2012, PUI focuses its food security activities on the production of food for children, with the objective of improving the diversity of their diet (dairy products, vegetables, breads, etc.). Currently, this means supporting goat breeding practices and putting in place yoghurt production workshops for children (funding by DEVCO and the AAP).

However, PUI wishes to extend its activities in North Korea in the coming years, and a part of the Mission's work is focused on looking for new funding and the design of new projects. Besides food security, the Mission also focuses on health, nutrition, WASH (Water, Sanitation and Hygiene), and disaster risk reduction.

History of the mission and current programs

When faced with the great famines of the 1990s (officially called "the Arduous March" by the regime), the Democratic People's Republic of Korea has requested humanitarian aid in 1995. PUI (formerly Première Urgence, PU, at the time) therefore started its activities there in 2002, and chose to intervene in the health sector.

Between 2002 and 2007, the projects have essentially been focused on the production of intravenous fluids (IVs) in 12 health structures. These projects have been handed over to the Ministry of Public Health in 2007.

First in parallel and then in continuity with the project about the production of IV fluids, PUI launched civil rehabilitation works of hospital infrastructures (roof, isolation, access to water, waste management, surgery and maternity rooms), distributed equipment (autoclaves, surgical tools, maternal kits, ambulances, etc.) and provided trainings (equipment maintenance and repair, hygiene, training the medical staff). In total, 54 surgery rooms have been rehabilitated and equipped, 25 hospitals have benefited from civil rehabilitations, 7 maternities have been built and equipped and more than 15 ambulances have been provided. The last health project funded by SIDA, between 2014 and 2016, allowed for the construction of 4 clinics in the South Hwanghae Province, which can reach up to 17.000 people.

In 2009, PUI launched its first food security projects (rabbit breeding) in 3 provinces for 3 years.

From 2012 to 2015, PUI implemented a project to improve access to proteins for children living in rural and urban areas of the South Hwanghae Province with European funding. Finished in December 2015, the project has benefitted to more than 15,000 children under the age of 7, by implementing a production and distribution system of dairy products (yoghurts made of goat milk and soy milk). The productions and distributions have not stopped since the end of 2013.

Besides this project, in the same area of intervention (farms and towns), funding from the AAP allowed to implement several activities: market gardening, bakeries, soy milk production workshops, post-harvest lost management, irrigation...

Finally, realizing that agricultural technicians need training to develop their knowledge and methods, PUI developed a project to support one university of agriculture to have a real impact on a regional scale and in the long-term.

The current projects are as follow:

1. **Development of goat breeding practices in communities and households (DEVCO).** This 44 months project started in October 2016, and directly continues the activities started between 2012 and 2015 and funded by DEVCO to improve protein consumption for children. In 4 collective farms, goat breeding and milk processing is supported at collective and households' levels. The whole production chain is supported: from fodder cultivation to distribution of yoghurts in schools, also tackling livestock raising and milk processing activities. Activities cover: continuous and ad-hoc trainings given by national and international technicians; building agricultural infrastructures, supply of equipment (seeds, tractors and processing machines, cups, breeding equipment and medicine, etc.).
2. **Enhancement of soybean cultivation and processing in communities and households (DEVCO):** this 36-month project started in May 2019. It aims to strengthen the food and nutritional security of four collective farms and one small rural town, targeting children aged 0 to 7 and vulnerable adults. The project tackles every step of soybean production and processing, from agricultural practices upstream (soil fertility and DRR practice, post-harvest management, small mechanization and trainings), to crop transformation in different protein-rich products and distribution within schools. The program also plans academic cooperation with the University of Light Industry in Haeju.
Co-financing this project, a CDCS funding plans to intervene in the clinics of these four farms to support health activities (small material, rehabilitations). The CDCS lasts 12 months, and started in December 2019.

Configuration of the Mission	
BUDGET FORECAST 2018	1 MILLION EUROS
BASES	PYONGYANG
NUMBER OF EXPATRIATES	3
NUMBER OF NATIONAL STAFF	7
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	DEVCO, AAP, CDCS
ACTIVITY SECTORS	Food security, nutrition, health
EXPATRIATE TEAM ON-SITE	Head of Mission, PM Agronomists

Job Description

Overall objective

The Head of Mission is responsible for the functioning and development of the mission.

Tasks and Responsibilities

- ▶ **Safety & Security** : S/he is responsible for the safety & security of the mission.
- ▶ **Programmes** : S/he coordinates the teams and ensures that the programmes implemented on the mission are properly carried out. S/he also monitor needs assessments and suggests new operations and development plans for the mission.
- ▶ **Human Resources**: S/he organizes work for the teams, supervises, is responsible for contracts and payrolls.
- ▶ **Logistical, administrative and financial monitoring**: S/he ensures that logistical and administrative practices in place respect PUI procedures and formats and are in compliance with donors' rules and regulations.
- ▶ **Medical and technical monitoring**: S/he ensures that medical and technical practices respect PUI's procedures and formats and are in compliance with PUI's operational framework and policy.
- ▶ **Representation** : S/he represents the association in its relations with partners, donors and authorities.
- ▶ **Relations with Headquarters**: S/he ensures that information is properly circulated between Headquarters and the field and ensures that due dates are respected.

Specific Goals and Related Activities

1. ENSURING THE SAFETY & SECURITY OF GOODS AND PEOPLE

- ▶ S/he ensures the PUI's safety & security management procedures and formats are in place throughout the mission;
- ▶ S/he ensures that safety & security plans for each base and the mission are up-to-date, known and understood by everyone (expatriates and nationals);
- ▶ S/he makes sure that material and personnel resources are sufficient to ensure safety of PUI's teams, equipment and beneficiaries;
- ▶ S/he ensures that in case of security incident, information is communicated without delay to the Desk Officer and respecting PUI's format;
- ▶ S/he collects safety & security information, analyses and alerts in case of important event (to the Headquarters and the field).

2. ENSURING PROGRAMMES ARE PROPERLY CARRIED OUT AND SUGGESTING NEW OPERATIONS

- ▶ S/he ensures that programmes are properly carried out (targets, monitoring, indicators, respect of schedules, budgetary follow-up and contractual reports, etc.);
- ▶ S/he alerts the Desk Manager and the Program Officer in cases where there is a delay and suggests changes which could be made (in terms of activities, operation area, budget, schedule, etc.);
- ▶ S/he establishes a formal coordination system on the field (team meetings, reports, etc.) and ensures that this coordination system is respected by every staff (expats and nationals);
- ▶ S/he suggests new operations and validates them with the Desk Manager before submitting to donors. The documents associated with new operations should be complete, respect PUI's internal procedure, follow the Donor's template and shall be sent to the Headquarters for validation. S/he makes sure that the aforementioned documents subscribe to PUI's mandate and to its operation policy and are in accordance with the strategy of the mission;
- ▶ When new operations are outlined, S/he ensures that operational means are well defined in order to allow for the programme and its subsequent monitoring to be well carried out;
- ▶ S/he initiates, organizes and ensures that the mission strategy is prepared, in coordination with expatriate and local teams as well as with the Headquarters;
- ▶ S/he ensures that sectoral action plans are effectively carried out and monitored and that it is possible to achieve the results defined within the framework of the mission programming.

3. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS ON THE MISSION

- ▶ S/he supervises all local and international teams on the mission;
- ▶ S/he defines the mission organization chart and submits it for validation to the Desk Manager;
- ▶ S/he may be involved in the recruitment process of the members of his/her team. S/he is informed of every decision to end an employment contract;
- ▶ S/he defines the objectives of each expatriate at the beginning of the mission and checks them regularly during, and at the end of the mission;
- ▶ S/he ensures that each expatriate is evaluated at least once during the mission;
- ▶ S/he briefs each new member of staff on the security context, programmes and strategies of the mission, as well as safety regulations, logistical and administrative procedures, financial management and human resources and the use of communication means;
- ▶ S/he organizes trainings for expatriates or local staffs (organizational, methodological and potentially technical support, organization of trainings, etc) and recommends internal or external training plans;
- ▶ S/he prepares job descriptions of expatriates and communicates them in good time to the Headquarters (ideally 3 months before the replacement of an expatriate);
- ▶ S/he is particularly sensitive to managing the team's stress. S/he monitors and authorizes holidays and also mediates potential conflicts, seeking appropriate support in case of an incident;
- ▶ S/he ensures PUI's Internal Regulations are respected;
- ▶ S/he builds PUI's reputation in the country and thus makes sure that the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.

4. ENSURING THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF THE MISSION

a. Logistics – Procurement

- ▶ S/he gives his/her consent for local aid purchases and submits some purchase requests to HQ logistician and Desk Manager for approval (in accordance with internal and donors rules);
- ▶ S/he ensures that the PUI's logistical procedures (or those of the donor if they are stricter) are in place and respected, especially for supplies, stock, management of the car park, etc;
- ▶ S/he ensures that a procurement plan (which respects PUI's and donor's format and rules) is prepared for each project and that it is up to date;
- ▶ S/he ensures the integrity of infrastructures and equipment on the mission (vehicles, IT equipment, office equipment, radio-communication and telecommunication equipment) and that they are properly used;
- ▶ S/he coordinates procurements and deliveries for the projects and the mission support expenses. S/he ensures compliance with PUI's procedures and that logistical tools are followed-up;
- ▶ S/he ensures compliance with procedures related to the international sanctions, including obtaining exemptions and authorizations when necessary;

b. Logistics – Permanent Equipment

- ▶ S/he is responsible for the management of the mission's IT, tele/radiocommunications and energy supply equipment;

c. Logistics – Vehicle Fleet

- ▶ S/he is responsible of the management of the vehicle fleet (availability, security, maintenance...) for the proper functioning of the mission and the conduct of activities in accordance with available budgets;

d. Administration – Budget

- ▶ S/he leads the mission annual budgeting and monitors/reviews it at regular intervals, and defines it with the management controller at headquarters.
- ▶ S/he prepares project budgets as part of the project proposals (budget narrative included) in accordance with each donor's procedures and in coordination with the headquarter's team and the project managers involved. S/he then ensures that the costs strictly related to the proposed programmes are covered, but also that the mission's operating costs are fairly distributed over the duration of each project;
- ▶ S/he carries out monthly budget monitoring of each project, which s/he communicates to the relevant actors on the mission and at headquarters, and analyzes with them any discrepancies between the planned and actual budget;
- ▶ S/he makes budget forecasts at regular intervals so as to ensure that budgetary resources are optimised while respecting the eligibility and flexibility rules of each donor. S/he shall, if necessary, make proposals for budgetary adjustments, which may involve requests for contractual amendments. S/he takes into account the contractual deadline required for the submission of an amendment and ensures that all documents are sent to headquarters in due time;
- ▶ S/he ensures, throughout each project, that funds are properly allocated and that the contractual framework is respected in terms of eligibility rules (date, nature and procurement procedures) and reporting deadlines;

e. Administration – Accounting

- ▶ S/he supervises the accounting allocation of the entries, ensures the correct allocation of expenditure and carries out weekly checks and monthly accounting closure. S/he sends the monthly accounts in electronic version as well as the paper accounting package to headquarters within 15 days following the end of the month;
- ▶ S/he is responsible for the proper archiving of accounting documents in accordance with the rules established by the head office;

f. Administration – Treasury

- ▶ S/he draws cash flow forecasts with the teams and forwards transfer requests to headquarters. S/he ensures that the amount of cash on the mission is sufficient enough to meet the needs of the field over the period, taking into account any donor payments made locally in her or his transfer requests to headquarters;
- ▶ S/he is responsible for the bank accounts and cashbooks and regularly checks its balance. S/he organizes the movement of funds on the mission with a permanent concern for the security of the funds – during transfer and storage;
- ▶ S/he informs the Headquarters of donors' transfers received on the field;
- ▶ S/he ensures that PUI respects national law (right to work, taxes, etc.);
- ▶ S/he ensures that PUI is registered in the country of operation.

5. ENSURING THE TECHNICAL FOLLOW UP OF THE MISSION

- ▶ S/he ensures that the technical practices are respected in accordance with PUI's mandate and intervention policy by guaranteeing the permanent link between the program manager and the technical referent at headquarters;
- ▶ S/he ensures that the mission and program strategy respects the technical orientations of PUI.

<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 actions to the Desk Officer in his/her periodical report, or ad-hoc when necessary; ▶ S/he actively participates in important coordination 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>7. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION</p> <ul style="list-style-type: none"> ▶ S/he keeps his/herself informed of changes in the humanitarian and political context of the country and the region; ▶ S/he secures close contact with bilateral and multilateral donors, with transparency from both side (operation strategy, financing policy and modalities, in compliance with PUI's requirements and commitments); ▶ S/he communicates the Mission Strategy (in external version) to the donors so that they are aware of PUI's activities and positioning; ▶ S/he is responsible for the development of the mission. Thus, s/he launches new assessments in accordance with needs and write proposals accordingly; ▶ S/he is able to step up for Program Managers in case of HR gaps; ▶ S/he may be called for ad-hoc support in the region.
<p>8. ENSURING RELATIONS WITH THE HEADQUARTERS</p> <ul style="list-style-type: none"> ▶ S/he is the main link between the Headquarters and the mission; ▶ S/he sends internal and external reports to the Headquarters, respecting internal validation timeframes (sitrep, accident report) and external contractual due dates (project reports); ▶ S/he has security plans validated by the Desk Manager and consults him/her for any decision concerning security. ▶ S/he regularly evaluate each expatriate's situation and defines his/her professional capacities and wishes (timing, profile, personality, etc.) with the HR manager; ▶ S/he ensures information from the Headquarters is circulated on the field and vice versa (monthly and ad-hoc sitrep); ▶ S/he participates bi-annually to the Missions' Week at the Headquarters, where s/he makes improvements and development suggestions for PUI;
<p>Focus on 3 priority activities relating to the context of the mission</p> <ul style="list-style-type: none"> ▶ Identify and reach new funding sources; ▶ Ensure strict compliance with internal and international rules and procedures related to international sanctions; ▶ Supervise support activities and services in the absence of dedicated logistician/ administrator.
<p>Team Management</p>
<p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> ▶ Direct management: 2 expatriate(s) ▶ Indirect management: Korean personnel (7)

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<p>TRAINING</p>		<ul style="list-style-type: none"> ▶ Project cycle management ▶ Financial Management ▶ Human Resource Management ▶ Logistics and Security
<p>PROFESSIONAL EXPERIENCE</p> <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 5 years of humanitarian experience in project coordination. ▶ Successful experience in expatriate team management and multi-sector programmes. 	<ul style="list-style-type: none"> ▶ Previous experience as Head of Mission in an NGO or ISO. ▶ Experience in food security/ agriculture or health. ▶ Experience with PUI. ▶ Experience in project cycle management, monitoring and evaluation. ▶ Previous experience in the Far East and/or socialist countries.
<p>KNOWLEDGE AND SKILLS</p>	<ul style="list-style-type: none"> ▶ Patience, negotiation and acute sense of diplomacy ▶ Excellent writing skills in French and in English ▶ Team management 	

	<ul style="list-style-type: none"> ▶ Project management ▶ Detailed knowledge of the donors (EuropeAid, SIDA, AAP, CDCS, etc.) 	
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	++	+ Korean
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 ability to take decisions; ▶ Strong listening and negotiation skills, acute sense of diplomacy; ▶ Trustworthiness, integrity and sense of responsibility; ▶ Ability to use authority, when necessary; ▶ Analysis and synthesis abilities (discernment, pragmatism); ▶ Flexibility; ▶ Organisational skills, ability to be thorough and respect due dates; ▶ Good 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>: Regular travels within the country 		

Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Salary package
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 640 up to 2 970 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
Costs Covered
<ul style="list-style-type: none"> ▶ COST COVERED: Round-trip transportation to and from home / mission, visas, vaccines, etc. ▶ INSURANCE including medical coverage and complementary healthcare, 24/24 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 leaves per year + return ticket every 6 months