

## Preliminary Job Information

<b>Job Title</b>	<b>Deputy Head of Mission Program</b>
<b>Country and Base</b>	LIBYA BASED IN TUNIS (TUNISIA)
<b>Reports to</b>	Head of Mission
<b>Creation/Replacement</b>	Replacement
<b>Duration of Mission</b>	12 Months (According to financial visibility)
<b>Expected date of Arrival</b>	01 March 2020

## 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 assisting around 7 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

### Crisis context

After an armed and civil uprising ended Muammar al Gadhafi's regime in late 2011, the authorities have had difficulties to address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation. Thus, since 2014, non-state armed groups have disrupted Libya's political transition.

In 2019, the whole population is still affected by the armed conflict and the lack of a functioning government, and 823 000 people will still need humanitarian assistance (including 554,000 people in need of health care services) throughout the whole assessed territory in Libya. The complex humanitarian crisis is primarily driven by the absence of the rule of law, lack of access to basic services, displacement of population, the collapse of the economic system and the financial crisis. On April 4<sup>th</sup> 2019, the Libyan National Army (LNA) under the guide of General Haftar, announced the beginning of a large scale offensive against the Government of National Accord (GNA) in Tripoli. Soon after, the southern neighbourhoods of the city were engulfed in the conflict. To date, continued clashes, involving the use of heavy weaponry and airstrikes, affected 500,000 people, and displaced over 100,000 people within the Libyan capital, to the neighbouring cities, and, more recently to Tunisia.

Throughout 2019, in Benghazi and its surroundings, the situation remains calm even though tensions and heavy fighting took place in other towns of the country (Darnah, Tripoli, and Sabha). In eastern Libya, the situation remained relatively stable, allowing PUI program's to progress despite bureaucratic interferences. However, this fragile equilibrium could be rapidly overturn depending on the evolution of conflict. Première Urgence Internationale (PUI) is monitoring closely the events and, is evaluating potential scenarios to adapt its humanitarian response. The violation of human rights and humanitarian law remain high countrywide, including of children and women's rights. Important levels of gender-based violence are reported.

In the Southeast of the country, the tensions between the Tebu and the Zway tribes seriously affects the health system and the access to basic services. Tribe communities, when they are a minority in the area, are suffering from segregation in most of Al Kufrah's institutions, including health care facilities. This occurs in a context of underdevelopment and poverty that exacerbates the impact of the conflict on the population in the region. Indeed, this area has been suffering, even before the conflict, from a poor investment from the central government. However, few information are available on this area and its humanitarian needs due to a poor, if not almost inexistent, presence of NGOs.

Besides, in the Libyan context, migrants, refugees and asylum seekers leaving outside and within the detention centres (DCs) represents another significant vulnerable group in Libya. Estimated to be around 700,000 to 1 million, they are among the most vulnerable population in the country and are currently facing acute needs. This includes number of migrants in detention centers. These persons, including both asylum seekers and refugees, have been consistently identified as being the most vulnerable individuals throughout Libya for several reasons. In particular, they are identified as having reduced access to, and availability of life-saving assistance. Additionally, various report show that refugees and asylum seekers in Libya face significant protection concerns, with their status making them particularly vulnerable to abuse, marginalisation, and exploitation. Those who move through the country are exposed to widespread abuses and human's rights violation along the route. Due to their irregular status, lack of domestic support networks, impunity for crimes committed against foreign nationals, racism, xenophobia and policies linked to the control of mixed migrations flows in Europe, they are highly vulnerable and in need of humanitarian assistance.

## PUI's strategy/position in the country and current programs

Since May 2016 and the beginning of the exploratory mission, PUI still identifies the support to the health system and the improvement of access to health care as some of the major needs for the eastern Libyan population along with its ongoing field intervention. This analysis has been confirmed by the 2020 HNO, which defines the access to critical services (including public healthcare services and Wash facilities) as the second key humanitarian priority need, with the health sector being the one with the highest number of people in need (554,000 individuals). PUI Libya mission has started implementing operations in East of Libya (Benghazi area) in 2017 and developed an emergency health response that provides primary health care services to the most vulnerable population. PUI's intervention focuses on health care through the deployment of Mobile Health Teams (MHT) delivering direct services to internal displaced populations, the host communities, migrants, refugees and asylum seekers.

PUI Libya Programming aims at strengthening the resilience of the most vulnerable populations affected by the ongoing conflict in Libya. PUI program targets both Libyan and non-Libyan populations suffered of life-threatening risks from exposure, vulnerability and inability to cope with human rights violations and abuses, conflict and violence, and deprivation of essential services and commodities. Thus, the program is based on a vulnerable approach and is implemented in various settings:

- Since 2017 in urban settings with mainly the valuable support of DG ECHO as well as CDCS, Mairie de Paris in 2017 – 2018 and for 2020 with the Swiss Cooperation
- Since 2018 in detention centers through a partnership with the UNHCR.

While the core of PUI intervention remains the provision of primary health care through direct service delivery (outreach modality), since 2018, PUI has also expanded its sectors of intervention in the lenses to develop an integrated and sustainable approach. As an example, PUI has expanded its direct service delivery to WASH activities with the objective to improve the overall health situation of the most vulnerable (as preventive action):

- in IDP camps with the distribution of hygiene kits or,
- in detention centers with the implementation of WASH related activities to ensure that the detention conditions met the minimum international standards.

On another hand, PUI conducted several rehabilitation projects to allow the reactivation of the public health services. To date, six primary health care centers located in Benghazi Mantika were rehabilitated and provided with medical equipment. The rehabilitation projects also allowed the reactivation of a water pumping station in one of the main conflict-affected area of Benghazi. Moreover, the Food and Drugs Agency of East Libya has been put back into service. Complementing PUI life-saving activities, those projects aim a more long-term impact and will be pursued in 2020 with the additional objective to enhance social cohesion between non-Libyan and Libyan people and improve acceptance between both communities.

In 2019, PUI has also begun implementing a two-year, EU Delegation funded health intervention focused on strengthening the MoH's capacity to provide quality healthcare for Non-Communicable Diseases. This project includes the training of MoH staffs, which deliver direct service in pilot healthcare centers. The ultimate objective is to develop a national protocol based on a two-year testing period conducted in five pilot sites throughout the entire country. At last in 2020, PUI will start developing a protection component first in detention center and then in urban settings with present request and reinforce its MHPSS intervention.

To date, PUI has mobile health teams operating in the entire eastern Libya, two of which targeting vulnerable communities in urban setting and one targeting refugees and asylum seekers in detention centres. In the view to extend its operational coverage to all Eastern Libya, PUI conducted an exploratory mission in the Al Kufrah region (southeast Libya) in order to identify the specific needs of this isolated area and develop an adapted humanitarian response. Since then, PUI started to implement comprehensive health related activities to ensure a continuous access to essential care with the opening of Al Kufrah office in August 2019.

To note, due to important bureaucratic restrictions, the humanitarian intervention in Libya is being managed remotely from Tunis

<b>BUDGET FORECAST</b>	<b>3 800 000 EUR</b>
<b>BASES</b>	<b>COORDINATION IN TUNIS &amp; OPERATIONAL BASES IN BENGHAZI AND AL KUFRA</b>
<b>NUMBER OF EXPATRIATES</b>	12
<b>NUMBER OF NATIONAL STAFF</b>	47 (43 in Libya and 4 in Tunis)
<b>NUMBER OF CURRENT PROJECTS</b>	3
<b>MAIN PARTNERS</b>	ECHO + UNHCR + EU Delegation
<b>ACTIVITY SECTORS</b>	Health and Psychosocial support, Rehabilitation & Early Recovery, Protection
<b>EXPATRIATE TEAM ON-SITE</b>	Tunis Expat team based permanently in Tunis: Head of mission, Deputy Head of Mission Program, Medical coordinator, Basic Need Response Coordinator, Protection coordinator, MHPSS Technical Advisor, Admin / Fin coordinator; Logistics coordinator, and Humanitarian Affairs Officer.  Benghazi Expat team based in Benghazi (and temporally in Tunis): Field Coordinator, Deputy Field Coordinator Program, Deputy Field Coordinator Support.

## Job Description

### Overall objective

The Deputy Head of Mission – Program ensures the effective, efficient implementation of all activities from a comprehensive project cycle management perspective (identification of needs, proposal making, planning, implementation, monitoring, reporting and communication). He/She supports the HoM in representation activities linked to programs.

### Tasks and responsibilities

- ▶ **Programs:** He/She coordinates teams and ensures efficient implementation of programs, monitors needs and proposes readjustments of the interventions to the Head of Mission if needed.
- ▶ **Development/Strategy:** He/She leads the needs and gaps analysis, and suggests new operations according to the needs identified in direct coordination with the Field and Technical Coordinators
- ▶ **Human resources:** He/She manages directly the technical coordination team and ensures that the field program team are properly supported by them.
- ▶ **Representation and Coordination:** He/She assists the Head of Mission in representing the organization to partners, donors and various authorities. He/She assists the Head of Mission in effectively circulating information between headquarters and the field, and ensures compliance with deadlines.
- ▶ **Logistic, administrative, and financial monitoring:** She/He ensures that personnel, financial and logistical resources are meeting needs.

### Specific objectives and linked activities

#### 1. ENSURE EFFECTIVE AND TIMELY IMPLEMENTATION OF PROGRAMS

- ▶ She/He ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule of activities, budget monitoring, contractual report ect.) and reports to the Head of Mission.
- ▶ She/He alerts the Head of Mission in cases where discrepancies in the execution of programs would be identified and proposes adjustments (at the level of activities, intervention area, budget, implementation schedule, etc.)
- ▶ She/He ensures a continuous and sound needs analysis, ensuring that PUI technical strategy adequately responds to them.
- ▶ She/He ensures the integration of core humanitarian principles throughout the project cycle management, by ensuring that the appropriate structures, capacities, methodologies and processes are in place within the programs department.
- ▶ She/He ensures that the technical coordination team contributes to PUI's expertise in the different intervention sectors, by analyzing and systematically building on lessons learnt, good practices and recommendations issues from monitoring and evaluation.
- ▶ She/He ensures the development of an integrated approaches responding to the needs of the population mainstreaming cross-cutting themes.

#### 2. LEADING THE TECHNICAL DEVELOPMENT PROCESS AND SUPPORT STRATEGY DEVELOPMENT

- ▶ She/He provides a needs and gaps analysis of humanitarian situation in the country
- ▶ She/He monitors humanitarian needs assessments and proposes new interventions to the Head of Mission.
- ▶ She/He assists the Head of Mission in preparing mission strategy, through the facilitation of a consultative process, including the technical team within the coordination office and the operational bases.
- ▶ She/He is responsible for methodology validation in the need assessments.
- ▶ In collaboration with the HoM, HQ and the technical team, she/he leads processes including technical innovations, specific analysis and researches which enhance the technical expertise and positioning of PUI in the country.

#### 3. SUPERVISING AND MANAGING COORDINATION PROGRAM TEAMS

- ▶ She/He defines, with each direct report, individual action plan for reaching defined goals.
- ▶ She/He ensures a good communication between and among each member of her/hir team through regular coordination meetings (or other if needed).
- ▶ She/He writes and authorizes job descriptions for validation (for her/his direct reports). She/He develops and carries out recruitment and selection testing and interviews.
- ▶ She/He contributes to interpersonal issues as necessary and mediates potential conflicts in her/his team.
- ▶ She/He participates in making a decision to end the contract of the members of her/hir team.
- ▶ She/He ensures and/or supervises the continued training of the local and international members of her/his team (organizational, methodological, and potentially technical, support), participates in the identification of training needs and recommends training action internally or externally.
- ▶ She/He proposes relevant needed adaptation to the organizational chart of the mission and contributes to its implementation (job descriptions, etc.), in collaboration with the HQ Head of Programs and the Head of Mission

#### 4. ASSIST HEAD OF MISSION IN INTERNAL AND EXTERNAL COORDINATION

- ▶ She/He prepares SitRep and external reports and submits them for confirmation to the Head of Mission by complying with internal confirmation deadlines and external contracts expiration dates (project reports).
- ▶ At the request of the Head of Mission, she/he represents the organization to donors, NGOs, International Organizations and local authorities, and reports interview findings to the HOM.
- ▶ At the request of the Head of Mission, he/she participates as an active member in external coordination meetings

#### 5. MAKING SURE PROCEDURES ARE RESPECTED AND FACILITATING THE LOGISTICS, ADMINISTRATIVE AND FINANCIAL MONITORING OF HIS/HER OPERATION AREA

- ▶ She/He makes sure that logistical, administrative and financial procedures are established and alerts the HoM and support coordinators if gaps are observed in order that corrective action may be taken.
- ▶ She/He ensures (in link with Support Coordinators) that program teams at all levels within the mission benefit from appropriate overall means.

#### Focus on the 3 priority activities relative to the context of the mission

- 1. Proposal Development and representation:** In collaboration with the HoM, she/he leads the development and submit high-quality, high-impact, and cost-efficient proposals for new and continued interventions in line with the PUI Libyan Country Strategy. She/He supports HoM in presenting PUI approach and programs to potential donors and partners.
- 2. Provide support, guidance, and capacity building to the technical staffs, particularly on soft skills and external coordination.**
- 3. Monitoring ongoing activity,** leading the improvement thereof, and contributing lessons learned and contextual awareness into improved humanitarian response.

#### Team management

Number of people to manage and their position:

- ▶ Direct management : 3 (Med Co, Basic Needs Response Co, Protection Co)
- ▶ Indirect management : 1 (Deputy Field Co – Programs)

### Required Profile

#### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Master's Degree in related field</li> <li>▶ Project cycle management</li> <li>▶ Results Based Management</li> <li>▶ Monitoring Evaluation Accountability &amp; Learning (MEAL)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Training in public health / Other</li> <li>▶ Financial management</li> <li>▶ Human Resources Management</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Min. 3 years experience at coordination level of humanitarian projects,</li> <li>▶ Successful experience in team management and the management of multisectorial programs (integrated approach)</li> <li>▶ Experience in dealing with various type of stakeholders</li> <li>▶ Project evaluation experience</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience with PUI</li> <li>▶ Experience in assessing needs</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Excellent editorial quality</li> <li>▶ Excellent english writing skills</li> <li>▶ Demonstrated success in program development</li> <li>▶ In-depth knowledge of donors (ECHO, UN agencies, etc.)</li> <li>▶ Knowledge of project management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ability to work in insecure situations</li> <li>▶ Team management.</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	English Compulsory	Arabic and French are a plus but not mandatory
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X	Advanced excel and database skills

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

- ▶ Leadership and ability to make decisions
- ▶ Excellent managerial skills
- ▶ Ability to be assertive, when necessary
- ▶ Ability to analyze (judgment, practicality) and to synthesize
- ▶ Ability to adapt
- ▶ Organization, discipline, and compliance with deadlines
- ▶ Outstanding ability to listen and negotiate
- ▶ Good interpersonal and communication skills
- ▶ Calm and composed
- ▶ Ability to work under stress in general, and in emergency situations in particular

## Conditions

### 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** : 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVE POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months