



JOB DESCRIPTION

Preliminary job information

Job Title	FIELD COORDINATOR
Country & Base of posting	UKRAINE – KOSTIANTYNIVKA
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM

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 250 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 the Caribbean, Africa, Asia, Middle East and Europe.

Since April 2014, Eastern Ukraine has been experiencing significant armed conflict. A significant part of the Donetsk and Lugansk Oblasts (regions) are now controlled by self-proclaimed republics, still not recognized by the international community: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signature of a ceasefire agreement between the Ukrainian authorities and the de facto authorities, fighting has persisted, causing a considerable number of casualties and a humanitarian crisis that is still largely uncovered. As per the international agreements of 2015, a line of contact divides the country between the areas controlled by the Government of Ukraine and the areas under the control of the de facto authorities in the non-government controlled areas. The conflict is still active, with regular fighting and shelling along and on both sides of the contact line. The conflict has had and continues to have an extremely negative impact on the population living in the region pushing 3.2 million of people to be in need of humanitarian assistance and has caused the displacement of 1.4 million people (registered) mostly concentrated in the areas closer to the conflict zone.

Humanitarian access to certain areas remains very limited, particularly in zones where armed hostilities are taking place, and hampering the delivery of humanitarian assistance to the most vulnerable people who are in need of humanitarian aid due to the combined impact of conflict, displacement and extreme poverty. Since the beginning of the conflict, population faces shortage in food, health services, basic household items and shelter, and suffer of psychological distress.

While recent political developments on the front of international negotiations have raised hopes for a solution to settle the conflict, there is still a long way to go for conflicting parties to agree.

PUI's strategy/position in the country

PUI priority is to improve or restore equitable access to quality health services as well as to water, sanitation and hygiene for the most vulnerable population living in cities located along the contact line in the Donetsk Oblast. PUI focus of provision of humanitarian aid to vulnerable population within the conflict-affected area employing complex approach strategy based on technical, medical and non-medical expertise.

History of the mission and current programs

Première Urgence Internationale opened its mission in Ukraine in the beginning of 2015 after identification of crucial humanitarian needs in Eastern Ukraine linked to the intensification of the military conflict. Thanks to CDC

(Centre de Crise of the Ministry of Foreign Affairs of France) and ECHO funding's, PUI has started to provide humanitarian assistance for the most vulnerable population in target cities of Kostiantynivka (GCA – Government-Controlled Area) and Horlivka (NGCA – Non-Government-Controlled Area) in April 2015. PUI provided aid on both sides of the conflict line in order to ensure neutrality and equity. The assistance aimed at improving healthcare for the most vulnerable population. The intervention included access to free medicines through a voucher system and medical prescriptions issued by doctors, provision of medical and non-medical equipment and consumables to health facilities, rehabilitation of the most life-saving wards of health facilities damaged by shelling, and provision of fresh food to canteens of health facilities in NGCA.

From August 1st 2016 to January 31st, 2017 with the funding of OFDA, PUI ran two first aid points (FAPs) located at the Exit-Entry Check Point (EECP – marking the separation between areas controlled by the Ukrainian Army and the separatists) of Mayorsk, providing first aid care and stabilization, followed by emergency call for ambulance when required for people crossing check points between government controlled areas and non-government controlled areas – both ways.

In November 2016, PUI opened two more first aid points (FAPs) at Mariinka and Novotroitske exit-entry checkpoints between GCA and NGCA. In October 2018, a similar intervention was launched at Hnutove checkpoint. These activities are supported by DG ECHO. Additionally, PUI began training primary healthcare doctors and nurses on the WHO Mental Health Gap Action Programme (mhGAP), aimed at scaling up services for mental, neurological and substance use disorders.

Currently, PUI is running, for the 5th consecutive year, a project funded by ECHO (April 2019 to March 2020) with the same above components in GCA (Government-controlled area) and NGCA (Non-Governmental Controlled area) in Donetsk Oblast plus inclusion of supportive supervisions of Primary Health Care Facilities. PUI has developed new mechanisms to improve the quality of care in its areas of intervention through supportive supervision, support with fuel for transportation of patients and transitioning to an electronic voucher-for-health modality

As of February 2020, besides its portfolio of activities supported by ECHO, PUI implements a WASH project (April 2018 to August 2020, funded by UNICEF) aiming at improving access to water and sanitation through rehabilitation of water supply infrastructures in Donetsk Oblast, at both city/community and institutions level. The activities include repairs/installations of pipes, boreholes, water towers/water tanks in 5 villages located in or close to the conflict area, rehabilitation of WASH infrastructures in 6 health facilities and 1 kindergarten, and distribution of water jerry cans to the local communities. Finally, CDCS supports the rehabilitation of WASH infrastructure and health and hygiene promotion activities.

Configuration of the Mission

BUDGET FORECAST 2020	1.3M €
BASES	KIEV – COORDINATION OFFICE KOSTIANTYNIVKA (GCA) – FIELD BASE OFFICE
NUMBER OF EXPATRIATES	6
NUMBER OF NATIONAL STAFF	+/- 55
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, UNICEF, CDCS
ACTIVITY SECTORS	First Aid / Primary Health Care / Secondary Health care / Vouchers / MHPSS / PFA / WASH / Rehabilitations
EXPATRIATE TEAM ON-SITE	Kyiv Coordination Office : 4 expatriates Kostiantynivka Office: 2 expatriates

Job Description

Overall objective

Under the supervision of the Head of Mission, and through delegation of his/her authority, the Field Coordinator has the overall responsibility for the proper implementation and operational direction of PUI's projects/programs in his/her geographical area of intervention.

The Field Coordinator also monitors the context to ensure programming is relevant and responsive to priority needs. In this capacity, the Field Coordinator is also responsible for representing PUI publicly at the field level, including in coordination fora, with other agencies, and for providing the direct link in communications between the Field Team and the Country Team. Lastly, the Field Coordinator provides security management of his geographical area and ensures all safety and security measures, including contingency plans and standard operating procedures.

Scope of duties

The Field Coordinator has responsibility for the overall timely delivery of PUI's programs portfolio in his/her geographical areas of operations (including the sub-offices).

The Field Coordinator with the support of the operational/technical coordinators concerned has overall responsibility for proper delivery of programs and the smooth running of support services in his/her geographical area of intervention. He/She also has the delegation of the Head of Mission for the safety and security of good and people under the responsibility of PUI in his/her area of intervention.

The Field Coordinator is at the source of program development and operational positioning in his/her geographical area of intervention, in line with PUI country strategy and in conjunction with programmatic and operational technical coordinators.

The Field Coordinator, as member of the Country Management Team contributes to the fulfilment of the aims and objectives of PUI's presence in the country through other tasks as required and/or directed by the Head of Mission.

Specific Goals and Related Activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE OF THE BASE

- ▶ He/She ensures that the safety plan for the base is up-to-date, and that everyone knows and understands it (both international and national staff).
- ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ He/She verifies that the material and human resource means at his/her disposal 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.
- ▶ 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 his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.
- ▶ He/She is in charge of supervising the work of the Security and Liaison Officer. He/She ensures that this staff has all the necessary tools to create and maintain good relationship with local administrative or security stakeholders.

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 his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ He/She ensures proper filing of all documents produced in the context of the project(s), and ensures 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 and proposing / leading assessments on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI.
- ▶ He/She participates in the Strategy development exercise of the mission.

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

- ▶ He/She supervises all national and international teams on the base.
- ▶ He/She guides the work of the internationals in the base, tracks the realization of their objectives, and leads the mid-term and final appraisal exercises.
- ▶ He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of national staff on the base.
- ▶ He/She ensures compliance with the Internal Rules and Procedures of PUI on the base.
- ▶ He/She makes sure that all national employees are subject to a written appraisal according to the mission's internal regulations
- ▶ He/She delegates responsibility for the integration of any new employee on 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.
- ▶ He/She completes training programs for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions...).

<ul style="list-style-type: none"> ▶ He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor. ▶ He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the HR Coordinator. ▶ He/She handles the management of interpersonal conflicts that arise on his/her base, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve the dispute. ▶ He/She is responsible of PUI reputation in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, with full respect for the local culture.
<p>4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE BASE</p> <ul style="list-style-type: none"> ▶ With support from the logistics coordinator, he/she ensures that the needs of the base are met (support, programming) and address these needs to the Admin & Financial Coo each month, while making sure that all donor's and internal procedures are respected, and that commitments are in line with available budgets. ▶ He/She ensures that the base is equipped with the minimum of infrastructure (offices and housing) necessary for the execution of the work and accommodation of teams, in optimal conditions of safety. ▶ 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. ▶ Regarding budget 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 his/her immediate supervisor and to the Admin & Financial Coordinator. ▶ He/She ensures that accounting processes are respected by the admin base department, and communicated to the Admin & Financial Coo according to the agreed calendar. ▶ Together with the Admin & Financial Coo, 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.
<p>5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER BASE</p> <ul style="list-style-type: none"> ▶ He/She represents the organization 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 when they take place, and participates actively. ▶ In the event of visits from donors, he/she participates in the organization and implementation of the visit.
<p>6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION</p> <ul style="list-style-type: none"> ▶ He/She sends the internal and external reports to his/her immediate supervisor 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 field coordination and from the field coordination to the base (regular and ad-hoc Situation reporting). ▶ He/She attends internal coordination meetings and participates actively in them
<p>7. ENSURE THE SAFETY OF PROPERTY AND PEOPLE OF THE BASE</p> <ul style="list-style-type: none"> ▶ He/She ensures that the safety plan for the base is up-to-date, and that everyone knows and understands it (both international and national staff). ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent. ▶ He/She verifies that the material and human resource means at his/her disposal 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. ▶ 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 his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines. ▶ He/She is in charge of supervising the work of the Security and Security Officer. He/She ensures that this staff has all the necessary tools to create and maintain good relationship with local administrative or security stakeholders.
<p>Focus on 3 priority activities related to the context of the mission</p> <ul style="list-style-type: none"> ▶ Supervising and accompanying the transition of some of the key components of PUI programming in Ukraine in 2020 (potential handover of some activities to authorities, relocalization of activities in more vulnerable areas, expansion of MHPSS/protection activities) ▶ Managing and achieving changes in the set-up of the field office ▶ Taking strong initiative to develop new concept of interventions in line with the evolution of the context
<p>Team Management</p>
<p>Number of people to manage and their position:</p>

Direct management

International: 1 (Project Manager)

National: 5 (1 Administrative Assistant, 2 Project Managers, 1 Log/Secu Officer, 1 Procurement Officer)

Indirect management: 40+ staffs

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Degree or equivalent in a relevant field: social science, political science, program management, international development, humanitarian studies... 	<ul style="list-style-type: none"> ▶ Management ▶ Security and Safety management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<p>At least 3 years of experience in project management/implementation in the humanitarian field</p> <p>Previous expatriate experience in developing countries/conflict-affected countries</p>	<p>Previous project manager/field coordinator experience</p> <p>Previous experience in Ukraine or other post-soviet union countries</p> <p>Previous experience in implementing or managing projects in Health/WaSH/Protection</p>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing and communication skills ▶ Team and individual management ▶ Security and safety management 	<ul style="list-style-type: none"> ▶ Knowledge of mandate and procedures of main institutional donors (ECHO, OFDA, UN agencies, etc...) ▶ Ensuring compliance with financial and logistics procedures
LANGUAGES <ul style="list-style-type: none"> ▶ English ▶ Other (please specify) 	Full proficiency (written and spoken)	Professional proficiency in Russian and/or Ukrainian highly appreciated
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X	

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

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Team leadership and team spirit motivation
- ▶ Ability to withstand pressure and stress
- ▶ Diplomacy and open-mindedness, good representation skills
- ▶ Good analytical skills
- ▶ Organisation and ability to manage priorities, rigor
- ▶ Solutions-oriented
- ▶ Take initiative to propose new activities and challenge the existing programming
- ▶ Ability to integrate into the local environment, taking account its main characteristics

Conditions

Status

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

Salary package

- **MONTHLY GROSS INCOME:** from 2200 up to 2530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUl

Costs covered

- **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- **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
- **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months.

Commenté [HoMPU1]: To be updated