

JOB DESCRIPTION

Preliminary Job Information

Job Title	FIELD COORDINATOR
Country & Base of posting	KADUGLI, SUDAN
Reports to	HEAD OF MISSION
Expected Date Of Arrival	SEPTEMBER 2020
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. 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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

Sudan and South Sudan are affected by long-term tensions over the borders and oil resources.

An new armed conflict erupted in 2011, pitting the Sudanese armed forces against the SPLM-North insurgents who have taken refuge in the Nuba Mountains. This rebellion led to the creation of the Sudan Revolutionary Front, bringing together rebel groups from Darfur, South Kordofan and the Blue Nile.

The conflict has led to the fragmentation of South Kordofan into government-controlled areas, mainly the plains, and SPLM-controlled territories, generally in and around the highlands (or Nuba Mountains). These positions have not changed significantly, despite numerous offensives launched by both sides, violating the ceasefire signed in 2016.

The revolution of 2019 and the fall of Omar al-Bashir allowed the beginning of a round of political negotiations under the aegis of South Sudan, as well as a ceasefire. These steps led to a partial lifting of the restrictions on movement that had been imposed on the populations. These significant developments have also led the Government to allow humanitarian actors to access to South Kordofan, both in areas controlled by the central government and in areas controlled by SPLM-N forces, although access to the latter remains restricted.

However, the continuing political tensions in the Sudan, as well as the current economic crisis, have a direct impact on the living standards of the Sudanese. The maintenance of the country on the American blacklist of states supporting terrorism represents a major obstacle to the country's economic recovery and the health crisis linked to the COVID 19 epidemic is contributing to the worsening of the country's economic situation. In the face of galloping inflation, households are now spending more on basic necessities, neglecting other items considered of secondary importance such as education, health and drinking water.

According to UNOCHA, 77% of households spend more than a half of their budget on food purchases. More and more people are unable to meet their own needs, and this problem impacts first and foremost the most vulnerable groups of people, including refugees and displaced persons. According to UNOCHA, 2.7 million children suffer from acute malnutrition.

The successive economic and political crises have reinforced the context of humanitarian crisis in Sudan. Still According to UNOCHA, 9.3 million people will need humanitarian assistance in 2020, i.e. 23% of the country's population, compared to 5.4 million in 2015 ; the economic crisis has pushed several million Sudanese into poverty and worsened the situation of already vulnerable people.

The humanitarian needs have grown : malnutrition and undernutrition are still present, unemployment and lack of resources in the countryside are pushing people to settle on the outskirts of towns, thus reinforcing the inability of public services to meet their needs.

Besides, the context of political and economic instability has contributed to an increase in banditry, violence and tensions between communities. Occasional attacks on populations push people to flee in search of safety.

PUI's strategy/position in the country

Première Urgence Internationale is an NGO resulting from the merger of Aide Médicale Internationale (AMI) and Première Urgence (PU) in 2011. AMI arrived in Darfur in 2004 with primary health actions. The project consisted of support to health centers and the deployment of mobile clinics. Then in 2006, AMI expanded to Shaeria and Kazanjedeed. In 2005, AMI also started primary health activities in Ed Al Fursan, again in close collaboration with the Ministry of Health. In 2009, AMI had to close the mission. However, whether through PU or AMI before 2011, PUI has always been present in the region in Chad, especially since 2004, mainly in the East in the Ouaddai region where PUI is developing an integrated strategy to fight malnutrition, by acting as much as possible on its short, medium and long term determinants through primary health and food security interventions. In addition, PUI was present in Southern Sudan from 2013 to the end of 2019. PUI was implementing health and nutrition activities in Aweil North County, in Lol State (formerly Northern Bahr el Ghazal). The program consisted of support to nutritional sites and support to the primary health care center in Majak Kaar. Finally, PUI has been present in Libya since the beginning of 2017 through a program of mobile clinics in the Benghazi region. These various projects in the region aim to improve access to health care by providing medical treatment and primary health care.

Witnessing the lack of humanitarian aid In South Kordofan, PUI conducted assessment missions in January and February 2020 that confirmed and identified the existing needs in this region.

Considering the results of this last assessment, PUI wants to contribute to the sustainable improvement of the coverage of the population's basic needs by reducing mortality and morbidity of the populations affected by the crisis in Sudan through an integrated approach.

Thus, PUI, in consortium with TGH in lead, recently submitted a project to support the sustainable recovery of basic services in the sub-district of El Abassiya in South Kordofan to the Crisis and Support Center (CDCS). The project will be implemented through, on the one hand, school infrastructures rehabilitation activities, EHA activities, the setting up of a mobile clinic to support the displaced populations and, on the other hand, the distribution of educational and health facilities. PUI also wishes to emphasize training of community health workers and the strengthening of local capacities to support health centers. The project should start in September 2020.

For 2020, the major objective of PUI and TGH is to bring about strong sectoral improvements in Health, Education and Water, Hygiene and Sanitation in several villages of Al Abbasiya sub-district (South Kordofan).

In this context PUI is looking for a strong and experienced head of mission.

Configuration of the Mission

BUDGET FORECAST 2020	600 000 EUROS
BASES	KHARTOUM
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	19
NUMBER OF CURRENT PROJECTS	1 – Mission opening
MAIN PARTNERS	CDCS
ACTIVITY SECTORS	Health (–for PUI) WASH, Education, Nutrition (for TGH)
EXPATRIATE TEAM ON-SITE	Head of mission, logistics coordinator, administrative and financial coordinator, field coordinator, health coordinator

Job Description

Overall objective

The Field Coordinator (FC) is responsible for the proper functioning of the South Kordofan base, and proper implementation of all programmes activities in the intervention areas.

Tasks and responsibilities

- ▶ **Safety and Security:** In collaboration with the head of mission and with the support of both the logistics coordinator and the Admin/Fin coordinator, s/he is responsible for the safety of the staff and mission assets, and also monitors humanitarian access constraints.
- ▶ **Programmes:** S/he is accountable for an adequate definition and efficient implementation of the projects. S/he ensures the coordination between the support teams (administration, information management and log), the implementation teams and the coordinators 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:** S/he supervises all the teams in the base, composed of national and international staff. S/he is responsible to coordinate and develop a capacity building plan to promote the development of the staff.
- ▶ **Logistical, administrative and financial support:** S/he oversees the logistical, administrative and financial components of the base for the purpose of programme implementation, and ensures compliance with the relevant procedures, with substantive support from logistics coordinator, and the administrative coordinator of the mission.
- ▶ **Representation:** S/he represents PUI towards the stakeholders of the area (such as donors, authorities, international/local NGOs).
- ▶ **Coordination:** S/he centralises and disseminates information from/to the base, and consolidates the internal and external reporting activities implemented in the intervention areas before submitting them to the head of mission.
- ▶ **Assessment/ Strategy/development:** S/he participates in strategy development and proposes new interventions in function of needs identified in the intervention areas. S/he actively contributes to seek funding opportunities and leads the proposal development process at base level, in close cooperation with coordination.
- ▶ **Audit:** S/he is responsible for the compliance with internal procedures of PUI, external donors' rules, as well as the national law.

Specific objectives and linked activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE

- ▶ S/he ensures that the safety plan for the base is up-to-date, and that everyone knows and understands it (both expatriates and locals).
- ▶ S/he ensures data collection relative to the safety on the projects implementation areas, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ S/he verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ S/he alerts his/her immediate supervisor immediately 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 immediately, and reported upon in accordance with PUI guidelines.

2. ENSURE THE IMPLEMENTATION OF PROGRAMMES AND PROPOSES NEW INTERVENTIONS:

A_ Project Implementation

- ▶ S/he monitors the humanitarian access by and to the populations in need in the area.
- ▶ S/he ensures the smooth running of ongoing programmes on the site (meeting of objectives, respecting deadlines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ S/he sets up a formal coordination system with the base programmes managers, follows it up (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ S/he ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.

- ▶ S/he establishes a reporting plan to meet the donor deadlines. Additionally, s/he in direct communication with the Technical Coordinators to develop a balanced and efficient communication.

B_ Strategy and project development

- ▶ S/he produces analysis of the humanitarian intervention based on gaps analysis, monitoring of the needs and launching needs based assessment
- ▶ S/he proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ S/he is involved in identifying needs based on agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, s/he 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.
- ▶ S/he participates in the strategy development exercise of the mission.

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

- ▶ S/he supervises all national and international teams on base.
- ▶ S/he constructs the organisational chart of the base, and has it endorsed by his/her immediate supervisor and the human administrative and financial coordinator.
- ▶ S/he guides the work of the expatriates at the base, tracks the realisation of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ S/he participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the base.
- ▶ S/he ensures compliance with the HR internal regulations and code of conduct of PUI teams in the base.
- ▶ S/he is in manages the HR and administrative team management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel. This task is done in coordination with the HR officer of the base.
- ▶ In coordination with the Finance Coordinator, S/he makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ S/he assumes or delegates responsibility for the integration of any new employee on the base, and ensures, in particular, that the context of programme implementation, safety and security rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ S/he completes training programmes for expatriate and local staff (organisational support, methodology, technical support as the case may be organisation of training sessions...).
- ▶ S/he prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the technical managers at his/her site, and forwards them for endorsement to the human resources coordinator, and to any other potentially relevant party, (depending on the position).
- ▶ S/he handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.
- ▶ S/he 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 organisation, and with full respect for the local culture.

4. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE

- ▶ S/he represents the association with 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.
- ▶ S/he attends clusters and coordination meetings when are organised, and participates actively.
- ▶ S/he participates in the organisation and led the donor's visits to the areas of the intervention.

5. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ S/he is responsible to coordinate the writing donor reports for programmes implemented on the intervention areas; reports which are partly or fully drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).
- ▶ S/he is in charge to share 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).
- ▶ S/he organises 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).
- ▶ S/he attends internal coordination meetings and participates actively.

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

- ▶ Launch the opening of the base: support aspect and project
- ▶ Recruitment of the team
- ▶ Represent PUI with local authorities

Team management

Number of people to manage and their position:

- ▶ Direct management: 3
- ▶ Indirect management: 10

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ MA/S or equivalent in social science, programme management, international development preferred; 	<ul style="list-style-type: none"> ▶ Experience in Safety and Security Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ At least 1 year experience in a similar Field Co Position ▶ At least 1 year experience in humanitarian context involving populations displacement ▶ Experience working with a variety of donors; ▶ Experience with qualitative and quantitative data collection and analysis methodologies required. 	<ul style="list-style-type: none"> ▶ Extensive training skills and experience building national staff capacity;
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 MS Office 	X	

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 withstand pressure;
- ▶ Sense of diplomacy;
- ▶ Analytical skills;
- ▶ Capacity to adapt and showing organisational flexibility;
- ▶ Organisation, rigor and ability to meet deadlines;

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** : 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