

JOB DESCRIPTION

Preliminary Job Information

Job Title	DEPUTY FIELD COORDINATOR FOR PROGRAMS
Country & Base of posting	IRAQ, MOSUL AND DOHUK
Reports to	FIELD COORDINATOR
Creation/Replacement	Replacement
Duration of Mission	6 months (renewable)

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

Present 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	9,500,000 Euros
BASES	Erbil, Dohuk, Mosul, Baghdad, Ramadi, Haditha
NUMBER OF EXPATRIATES	16
NUMBER OF NATIONAL STAFF	275
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	USAID/OFDA, MADAD, CDCS, ECHO
ACTIVITY SECTORS	Health, Protection (PSS), WASH, Shelter
EXPATRIATE TEAM ON-SITE	Erbil Coordination: Head of Mission, Deputy HoMP, Logistics Coordinator, Admin Coordinator, Health Coordinator, MHPSS Coordinator, Infrastructure&Rehabilitation Coordinator, MEAL Coordinator, Grants Officer Mosul: Field Coordinator, Deputy Field Co Programs, Base Admin Manager Baghdad: Area Coordinator, Deputy Area Co Programs, MEAL Manager, Base Admin Manager

Job Description

Overall objective

The Deputy Field Coordinator Program ensures at base-level the effective implementation of PUI's program in North Iraq. She/He is also responsible for representation on technical topics by humanitarian stakeholders at local level and in charge of proper reporting to the donors supporting the Program.

Tasks and responsibilities

Under the supervision and line management of the Field Coordinator, the Deputy Field Coordinator is responsible at base level for the direct supervision of the Programs being implemented in the Base. This includes the [Shelter](#), [WASH infrastructure](#), [Livelihoods](#), Health, MHPSS, [Infrastructure Rehabilitation](#) and Monitoring, Evaluation, Accountability and Learning (MEAL) departments.

- ▶ **Programmes:** S/he coordinates the project teams and ensures the operational and qualitative aspects of the programmes are put into practice properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, synergy of the teams) according to the contractual documents and in line with PUI policies and procedures
- ▶ **MEAL:** S/he supervises the NI MEAL Department ensuring implementation of high-quality MEAL processes in synergy with programs. S/he ensures accountability and quality improvement measures, initiates the design of relevant tools when needed and ensures compliance of programs to the MEAL Framework
- ▶ **Representation:** S/he liaises and engages in cooperation with relevant external stakeholders such as local authorities, non-governmental organizations, and international organizations under the supervision of the Field Coordinator. S/he actively participates in the technical forums (Working Groups and Clusters) at local level in coordination with the Field Coordinator
- ▶ **Human Resources:** S/he is the direct line manager of the Project [Managers](#), [Health Liaison Officer \(HLO\)](#) and MEAL Managers (5 at the time being) based in Mosul and Dohuk and will ensure that appropriate support and capacity building is brought to the senior managers of the programmes.
- ▶ **Logistics and Administration:** S/he oversees the logistic and administrative duties of the projects in collaboration with the Admin and Log Manager and raises any concern to the Field Coordinator
- ▶ **Strategy and Local Context Analysis:** S/he keeps monitoring and analyzing the humanitarian context and ensures that the programmes developed are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region.

Specific objectives and linked activities

1. ENSURE IMPLEMENTATION OF PROGRAMS AND THE QUALITY OF PUI INTERVENTION

S/he:

- ▶ Ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule of activities, budget monitoring, contractual report...) and reports to the Field Coordinator
- ▶ Provides guidance and support to Projects manager and all Managers/Officers under the latter's management of the Field Coordinator in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines.
- ▶ Provides technical guidance in the implementation of the project activities and upon request of DHoMP provides support to Technical Coordinators in defining new methodology, guidelines and SOP for the project implementation
- ▶ Provides regular updates on the progress in program implementation and performance to the Field Coordinator and the Program Department in Coordination Office
- ▶ Alerts the Field Coordinator and DHoMP where delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule, etc.)
- ▶ In cooperation with Field Coordinators identifies, assesses and analyzes needs and makes suggestions and recommendations to the Field Coordinator, DHoMP, and Head of Mission to improve the quality of activities
- ▶ In cooperation with Field Coordinator creates links between Project Managers involved in the different programs to strengthen an integrated approach
- ▶ Monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams
- ▶ Analyzes the logistics and administrative needs for the projects as identified by the Logistician and the Administrator and ensure support services for programs implementation are operating effectively
- ▶ Supports Field Coordinators and Project Managers and with the analysis of budget follow-ups and with the preparation of procurement plans
- ▶ Ensures that project teams' practices respect PUI's procedures and formats and are in compliance with the PUI's operational policy
- ▶ Supports in monthly reviews of Financial Follow Up (FFU) process in collaboration with the CSI Admin Manager
- ▶ Conducting regular monthly Program Review Meetings with the PMs and other relevant program and support staff reviewing the progress vs plan, challenges, upcoming plans and other topics as necessary followed by a Program Review Meeting report
- ▶ Regularly communicates with Technical Coordinators and DHoMP at coordination level.

2. LEAD ASSESSMENT ON THE FIELD AND PROPOSE NEW INTERVENTIONS

S/he

- ▶ Identifies, assesses and analyzes humanitarian needs in collaboration with Project Managers to make suggestions and recommendations to the Field Coordinator, DHoMP and Head of Mission on needs assessment to be conducted and new areas of intervention to be developed
- ▶ Under the direct supervision of the Field Coordinator, s/he leads multi-sectorial and technical assessment exercises. Identifies location, organizes preparations and surveys, trains teams, leads implementations, participates in analysis and findings, finalizes report and is in charge of their dissemination internally and externally
- ▶ Proposes project design and participate in proposal writing and Kick off meeting exercise

3. MANAGEMENT OF HUMAN RESOURCES AT PROJECT LEVEL

S/he

- ▶ Ensures adherence to PUI internal regulations and HR policies (AFCP, PSEA, CP) with the support of the Admin manager
- ▶ Identifies gaps and needs in terms of project management, and provides support and on-job training to the Project Managers in regards to project management (assessment and design, activities planning and implementation) budget management, report writing, monitoring and evaluation systems, representation, etc.
- ▶ Participates in the recruitment of Project Managers, and upon request, participates in the recruitment of other key project staff
- ▶ Makes sure that technical guidelines validated at coordination level are well implemented by projects teams.
- ▶ Prepares necessary HR documentation as required by Administration Department [in relation to management of the Rehabilitation assistant and assigned daily workers and operators](#)
- ▶ Evaluates and assess the performance of collaborators under his/her direct supervision;
- ▶ Organizes staff meetings when needed, minutes reporting, team communication and team building.

4. MONITORING, EVALUATION AND REPORTING

S/he

- ▶ Is the direct line manager to the NI MEAL Department
- ▶ Submits monthly situation report to the Field Coordinator and ensure proper submission of monthly reports by the Project Managers
- ▶ Supports the Project Managers to develop appropriate reporting tools and submit them on a regular basis
- ▶ Under the supervision of the Field Coordinator, and with the cooperation of the MEAL department ensures effective and timely data collection related to the indicators listed in the log frames
- ▶ Reports to the Field Coordinator on meetings, project activities and any other relevant information
- ▶ Participates in the preparation of intermediate and final reports to the donors (the task will be shared with the Grants Officer and the

- Project Managers according to their capacities and time available)
- ▶ Works closely with the Field Coordinator and technical coordinators to develop high quality funding applications that are needs-based and evidence driven and include inputs from PUI technical teams and Technical coordinators and all involved external stakeholders (targeted communities, potential partners, government authorities, etc.);
 - ▶ Collaborates with the Field Coordinator and the MEAL Coordinator to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcomes indicators and adequate sources of verification, and impact evaluation reports.
 - ▶ Ensures Lessons Learnt workshops organized and conducted in collaboration with the MEAL and Project Managers, reports and action plans are circulated and followed up.

5. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

S/he

- ▶ Under the direction of the Field Coordinator, represents PUI in the technical working group to support project manager on specific issues
- ▶ Liaises with partners at field level about the technical approaches developed.
- ▶ Initiate at field level technical discussion with other humanitarian stakeholders in order to develop technical advocacy for development and implementation of relevant technical approaches to address optimally the humanitarian needs.

6. ASSIST THE FIELD COORDINATOR TO ENSURE SECURITY OF ASSETS AND PERSONS

S/he

- ▶ Ensures that any security related information collected at field level or during external coordination meeting are reported to the Field Coordinator.
- ▶ May act as backup Security Focal Point for NI in the absence of the Field Coordinator.

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

- ▶ [Focusing on and further strengthening the relationship with DoH Ninewa and Dohuk and ensuring a proper coordination and collaboration](#)
- ▶ [Follow up on and lead Salamiya PHCC closure in case of camp closure, developing a proper and comprehensive closure and phase out plan](#)
- ▶ [Support and ensure a smooth and successful expansion of the OFDA funded primary healthcare center services to the new areas and delivering quality services](#)

Team management

Number of ~~staff~~people to manage and their position (expatriate/local staff)

- ▶ Direct management : [5 \(1 expat PM, 2 national PMs, 1 MEAL Manager, 1 HLO\)](#)
- ▶ Indirect management : [50 PUI local staff](#)

[This position is managed by:](#)

- ▶ [Line Manager: Field Coordinator Northern Iraq](#)
- ▶ [Functional Line: Deputy Head of Mission for Program](#)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Master degree in a field related to Project Management, international development and/or social sciences 	<ul style="list-style-type: none"> ▶ Technical skills in Health, Protection, WASH or Shelter
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Minimum of 3 years in the areas of program development, project management, donor reporting and grant compliance; ▶ At least 2 years' experience as a Humanitarian Project Manager ▶ Experience in staff management 	<ul style="list-style-type: none"> ▶ Previous work experience in Iraq or Middle East ▶ Previous experience in Health, Protection, WASH or Shelter related project ▶ Experience with PUI ▶ Experience in expats management
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong Knowledge of Project Management methodology and cycle; 	<ul style="list-style-type: none"> ▶ Detailed knowledge of donors (BPRM, ECHO, OFDA, AFD, CDC, UN agencies, etc)
LANGUAGES	<ul style="list-style-type: none"> ▶ Excellent command in speaking and writing in English 	<ul style="list-style-type: none"> ▶ Working knowledge in Arabic ▶ Working knowledge in French
SOFTWARE	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including 	

<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ ability to operate Microsoft Word, Excel, ▶ database management software, statistical packages, ▶ GIS. 	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ A strong commitment to humanitarian principles and the will to make sure beneficiaries' needs are covered as best as the resources available allow. ▶ Capacity to delegate and to supervise the work of a multidisciplinary team; ▶ Capacity to manage multi-donor, multi-sector and multi-location (governorates) projects ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership; ▶ Problem solving and leadership skills; ▶ Proven management ability and inter-personal skills – team player; ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload; ▶ Proven capacity for analysing and synthesizing comprehensive information and technical data; ▶ Ability to write and edit reports under deadline pressure; ▶ Ability to guarantee effective and timely outputs; ▶ Self-motivated, flexible and adaptable to the needs of the team and organization; ▶ General ability to resist stress; ▶ Important organization and rigor skills. 		

Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Compensation
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 1 980 Euros up to 2 310 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
Benefits
<ul style="list-style-type: none"> ▶ 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 ▶ PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months