

Preliminary Job Information

Job Title	HR COORDINATOR
Country and Base of posting	AFGHANISTAN, BASED IN KABUL
Reports to	HEAD OF MISSION
Duration of Handover	N/A
Duration of Mission	9 months with the possibility of extension

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. PUI teams are committed to support civilian victims of marginalization and exclusion, or hit by natural disasters, wars or economic collapse, 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 and hygiene, and economic recovery. PUI provides assistance to around 6 million people in 23 countries – in the Caribbean, Africa, Asia, Middle East, Eastern Europe and France.

Afghan Mission is the oldest PUI mission with the first medical intervention launched in 1980 just after the Soviet invasion. Since then, Afghanistan has mostly been in conflict, with national armed groups and international forces that is causing mass casualties and massive movements of population within or out of the country. According to IOM Displacement Tracking Matrix (DTM), the total number of displaced population for the period 2012-2019 that currently live in host communities reached 4,350,900 individuals. The same time, the country has witnessed a strong wave of returnees from abroad at 3,451,510 people. This latter figure is expected to grow further in 2020 as large numbers of Afghans have fled the COVID-19 outbreak from neighboring countries (mainly from Iran). The high number of returns put additional pressure on host communities, fragile livelihoods and public services that are already strained by conflict and economic underperformance.

The achievements realized in the years following 2001 invasion are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted to an active one. Armed groups are threatening the Government of Afghanistan that struggles to impose its vision of development despite continuous extended military, financial and political support, nationally and internationally.

As Afghanistan continues to face an extremely complex humanitarian challenges, the country remains one of the world's largest refugee crisis. According to the World Bank data, by end of 2018, the number of Afghans refugees stood at close to 2.7mln, following only the Syrian crisis.

In the current context, with elevated pressure on aid organizations by different actors, fragmented conflict that happens to a large extent away from urban centers, the capacity to deliver aid to those in need is particularly challenging. Access to remote areas is volatile, with military offensive and/or threats, expulsion by armed groups that cause agencies to suspend their operations at times. Health actors are particularly at risk as attacks on health facilities and staff continue to happen across the country with a visible intensity in areas where PUI operates.

In 2020, the COVID-19 pandemic advanced the crisis even further. Humanitarian Needs Overview (HNO) expects now 14mln of Afghans, or 37% of the country's population, in need for assistance. This figure is revised upward from 9.4mln estimated earlier in 2020 and from 6.3mln in 2019.

PUI's strategy/position in the country

PUI orients its programs on addressing the fundamental needs of the Afghan populations through provision of assistance based on humanitarian principles and aligned with the concept of *do no harm*. Indeed, neutrality and impartiality are the key in order to enable humanitarian access to the affected communities, in particular in remote areas and territories contested or under control of the armed

groups. PUI interventions are implemented in a coordinated manner and must demonstrate strong support and co-ownership of the stakeholders and beneficiaries. Grass root approach and engagement of communities is possible as the Agency maintains acceptance and relationships locally for years, and involves stakeholders in all stages of its actions from design of activities to community-based feedback mechanism and other accountability instruments.

Over the past 40 years of response in Afghanistan, PUI has delivered health and nutrition assistance with aim to reduce morbidity and mortality in vulnerable populations. The Organization contributed to the reconstruction of the health system and expansion of access to quality health services across 11 provinces altogether.

Until now, health remains PUI strong expertise in the country and the entry point to implement the integrated approach that combines primary health care, nutrition, sexual and reproductive health, maternal health, hygiene and sanitation, and increasingly psychosocial support. Since 2013, PUI has started interventions on emergency preparedness and trauma services to conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths, it is indeed crucial to maintain capacity to respond to mass casualties and/or populations displaced suddenly.

In terms of geographical coverage, PUI increasingly orients its operations to remote areas and territories contested or under the control of the armed groups.

Programmatic Objectives for 2019-2021

In the period of 2019-2021, PUI has remained aligned with the efforts to date, and continues ensuring access to quality health services through both mobile and static facilities. The Agency also increasingly prioritizes the needs related to mental health not only among vulnerable populations at large but also among humanitarian community exposed to traumatic events in their daily work. Other active sectors of interventions involve nutrition, WaSH, mainstreamed protection and cash-based assistance. PUI considers further expansion to complementary areas for instance food security and livelihoods.

History of the Mission and current Programs

Prior to the merger with Première Urgence (PU), Aide Médicale Internationale (AMI) had been present and known among local populations in Afghanistan since 1980 for health programs. To be noted that PUI continues operating in Afghanistan under the logo and name of PU-AMI. Currently the Organization is implementing the following programs in the eastern provinces of Nangarhar, Kunar, Laghman and Nuristan:

Health:

Focuses on provision of access to quality primary health care services through mobile and static clinics. Through mobile health teams (MHTs), communities are provided with primary health care consultations, malnutrition diagnosis and treatment, vaccination, ante- and postnatal care, hygiene promotion and general health education, as well with psychosocial support. In static facilities, PUI supports trauma posts oriented on specialized services to care for victims of conflict activities or other major or minor traumas. In other health facilities, including two hospitals in Jalalabad, PUI provides for nutrition and sexual and reproductive health care.

Nutrition:

Malnutrition remains at dangerously high levels across Afghanistan, and PUI currently integrates a nutrition component (diagnosis, treatment, education) with other healthcare activities. In terms of geographical coverage, nutrition services are being provided in particular in remote areas where access to healthcare system is reduced or non-existent.

Psychosocial Support:

Psychological trauma remains difficult to quantify due to low reporting, diagnosis and overall low quality of available services, though the likelihood of significant portion of the population suffering mental health issues is to be high or very high as the conflict continues for now four decades and poverty is deepening across the country. PUI integrates and provides the psychosocial support at community-level and in health facilities, for now mainly in the form of awareness, individual sessions and referrals. Furthermore, first as a pilot project, and now at a broader scale, PUI has developed a Psychological First Aid (PFA) package deployed primary at the First Aid Trauma Posts (FATPs) and with aim to provide for immediate psychological relief to those who suffered a major trauma.

WaSH:

In complement to the implementers of Basic Health Care Package and Essential Package of Hospital Services at the health facilities level, PUI provides for the rehabilitation of water supply and sanitation infrastructure making sure that gender inequalities are addressed. PUI also ensures health facilities in remote areas have access to clean water through boreholes drilling powered with solar energy. Furthermore, in communities, the Organization provides hygiene awareness enhanced by the distribution of hygiene kits.

COVID-19 Outbreak:

Since March 2020, and in close collaboration with a variety of stakeholders and actors, PUI has been actively engaged in preparedness and mitigation of the progressing COVID-19 outbreak with main objective to interrupt or slow down the chains of transmission. Infection prevention control (IPC) support to PUI-run MHTs and health facilities is being strengthened through training, provision of materials and equipment, as well as implementation of a number of relevant protocols. In remote areas, PUI introduced and reinforced the risk communication in order to raise understanding of the viral disease and reduce rumors. Furthermore, the Organization enhanced its psychosocial assistance services to cover distress related to COVID-19 including stigmatization.

Configuration of the mission	
BUDGET FORECAST 2019	9 mln EUR
BASES	Kabul (coordination office), Jalalabad (field office), Asadabad (field office), Metherlam (field sub-office), Wama (field sub-office)
NUMBER OF EXPATRIATES	13
NUMBER OF NATIONAL STAFF	290
NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	ECHO, BHA, WFP, WHI, CDCS, AHF
ACTIVITY SECTORS	Health Nutrition WaSH Protection Emergency Response
EXPATRIATE TEAM ON-SITE	<p>Kabul (coordination office): Head of Mission, Deputy Head of Mission for Program, Medical Coordinator, Grants Officer, Finances Coordinator, Logistics Coordinator, HR Coordinator</p> <p>Jalalabad (base): Field Coordinator, Deputy Field Coordinator for Program, MEAL Manager, MHPSS TA, WaSH TA, Project Manager</p> <p>Asadabad (sub-base): No expatriate team member</p>

Job Description

Overall objective

Under the supervision of the Head of Mission, the HR Coordinator works in close collaboration with the whole coordination team to:

- ▶ 1. Finalize and implement the Human Resources policy in accordance with the PUI strategy and Labor Law of Afghanistan
- ▶ 2. Review and standardize HR procedures, tools and templates
- ▶ 3. Support the administration departments in the bases with any HR matters
- ▶ 4. Manage administrative issues from Kabul office (official letters, meetings, registrations, residency, visas...)

Tasks and Responsibilities

As direct responsible for all HR matters, the overall objective of the HR Coordinator is to ensure the good management of local human resources for the mission including by reviewing the existing procedures, tools and documents to ensure transparency and fairness, based on an internal diagnosis, in particular:

- **HR Policy definition and application:** According to the mission strategy, S/he leads the development of PUI's HR policy in the mission in accordance with the country of operation's relevant legal framework (including fiscal aspects) and the organization's policies and guidelines (including antifraud, protection, abuse prevention, etc.)
- **Administrative management and processes:** S/he oversees and acts as ultimate reference in the administrative management of national teams as a whole (recruitment, pay, monitoring, appraisal, training, end of contract, filing, etc.), with a specific and strong support in regards with the payroll system and tools.
- **Remuneration package:** After the implementation of a new salary grid in 2017, a follow-up and update need to be done in order to set salaries that make PUI more competitive to attract and retain staff. At the same time, the remuneration package needs to include the statutory constraints in terms of payment of the pension.
- **Recruitment process and tools:** Given the age of the mission and the security context, the recruitment procedures and tools need to be reshaped in order to ensure a transparent, fair and competence-based recruitment system.

Specific objectives and linked activities

1. ENSURE THE DEFINITION, REVIEW, ROLLING-OUT AND CONTROL OF PUI'S HR POLICIES

- S/he produces and proposes updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
- S/he guarantees the application of PUI HR strategy and policies, once validated by the Head of Mission and Headquarters, and, consequently monitors that the rules and procedures are known, understood, and applied by all team leaders, and that the team leaders have all the tools required for their application.

- Along with the Head of Mission and designated focal points on the mission, S/he ensures that the institutional Policies against Sexual Exploitation and Abuse, and for Child Protection are known, understood and applied by all employees at all time. S/he is responsible for implementing an appropriate and effective whistleblowing mechanism.
- In particular, S/he participates in the production and/or updating of the internal rules and procedures and is responsible for their correct application. S/he also ensures that the HR documents are accessible to all employees in the country, including through translation into the local languages.
- S/he continuously oversees and controls the implementation of the HR policies, procedures and tools, watches for any modifications or updates needed and provides alerts and recommendations based on his/her observations. S/he also ensures an ongoing assessment of the procedures and tools including by collecting feedbacks.

2. PROVIDE ADMINISTRATIVE MANAGEMENT AND FACILITATE CAREER MANAGEMENT

- S/he defines the recruitment process and tools (recruitment follow-up, shortlisting guidelines and tools, standard test and interview forms, recruitment analysis table/scoring grid, reference check form, etc) and supervises the organization of recruitments (request, test, interview, offer).
- S/he participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions. S/he establishes personnel work contracts.
- S/he ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
- S/he defines the procedures and gives necessary support for integration of new employees.
- S/he ensures regular reviews of the remuneration package (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) based on external benchmarking in the country, and ensures their equal implementation, once validated by the Head of Mission and Headquarters. S/he produces a formal detailed salary grid accordingly.
- S/he supervises pay operations including elaboration of a functional payroll tool. S/he supports the validation of monthly payrolls and monitoring of all kind of absences. S/he ensures the proper validation of all promotions and pay increases.
- S/he monitors the smooth running of the appraisal system for all the employees of the mission. S/he reviews the existing guidelines and tools, provides trainings to the managers and officers and ensures fair and effective employee evaluations on a regular basis.
- In close cooperation with the managers, S/he identifies training needs, follows up on capacity building and professional development of the employee. Within the financial and strategic limitations of the mission, S/he coordinates the organization of internal and external trainings accordingly.
- S/he responds to requests from team leaders, advises them and accompanies them where necessary.

3. SUPPORT TO THE ORGANIZATION OF WORK

- S/he participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- S/he elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field. S/he participates in the elaboration of standard job descriptions and validates them according to the classification grid.
- S/he participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.

4. MANAGEMENT OF HR-RELATED RISKS

- In close collaboration with the Finance Coordinator and with proper consideration of budgetary constraints, S/he monitors salary costs, carries out financial projections, anticipates and provides alerts when necessary.
- S/he ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary. S/he is the focal point with any legal advisor when required to ensure the respect with the Afghan laws and regulations.
- S/he is responsible for defining and implementing appropriate work conditions, in particular concerning health, well-being and safety rules.
- S/he anticipates and prevents conflicts and participates in crisis management where necessary. To that extent, S/he defines, implements and monitors a staff complaint, conflict resolution and personnel representation system for labor claims, sensitive HR complaints and overall staff satisfaction.
- S/he is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- S/he is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.

5. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON HR ISSUES

- S/he ensures efficient flow of information to field teams, the capital and headquarters.
- S/he drafts or participates in the drafting of reports on internal operations in all HR matters and issues of the mission.
- S/he ensures HR coordination at the mission level through regular visits to bases, controls, monitoring, training, etc.
- Externally, s/he represents PUI with the relevant national and local authorities.
- S/he also develops and maintains relationships with partner entities, particularly in the context of NGO coordination.

6. SUPERVISE AND MANAGE HR TEAMS

- S/he oversees the entire HR team, directly or indirectly. S/he updates the organization chart of the HR team and writes or validates job descriptions and performs or delegates assessment interviews.
- S/he leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.
- S/he participates in the recruitment of HR team members.
- S/he ensures and/or supervises ongoing training in procedures and PUI tools for national and international members of the HR team, in the capital and on bases.
- S/he ensures that the updated tools approved by HQ are being used in the field and that trainings are conducted if needed.
- S/he supports the Field Coordinator and Admin Manager in the performance of their HR activities, in a functional, not hierarchical, relationship.
- S/he develops the action plan for the HR department according to the objectives defined in the mission's strategy.

Prioritization of 5 activities relative to mission environment

- ▶ Review and finalization of Internal Staff Regulations
- ▶ Review of the recruitment policy, templates and tools
- ▶ Development of staff representation policy
- ▶ Strengthening gender balance
- ▶ Review of appraisal system and tools with training of the managers / officers

Team supervision

Number of persons to manage and their position (all national staff):

- ▶ Direct management (Kabul): 1 National HR Manager
- ▶ Indirect management (Kabul): 1 HR Officer + 1 Liaison and Recruitment Officer
- ▶ Functional management (Jalalabad, Asadabad): 1 Field HR Manager, 1 Field HR Officer,

This position is managed by:

- ▶ Line management: Head of Mission

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Bachelor/Master degree in HR management or other relevant qualification	- Project management
PROFESSIONAL EXPERIENCE		- Previous experience in HR or administration related positions at coordination level. - Capacity building and staff training
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<p style="text-align: center;">At least 5 years X</p> <p style="text-align: center;">At least 5 years</p>	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> - Team management - Capacity building - Previous experience in volatile contexts or conflict zones 	<ul style="list-style-type: none"> - Labor law - Recruitment - Capacity building / staff development - Administrative management - Database salary management
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office (excel) ▶ 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
- ▶ Resilience to stress
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organization and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

Other

- ▶ Mobility: Travel required within Afghanistan.

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 2, 4, 8, 10 month + break allowance
- ▶ **PAID LEAVES POLICY**: 5 weeks of paid leaves per year + return ticket every 6 months