

JOB DESCRIPTION

Preliminary Job Information

Job Title	WASH & Rehabilitation Coordinator
Country and Base	TUNIS, TUNISIA
Reports to	Deputy Head Of Mission program
Creation/Replacement	Replacement
Duration of Mission	4 months
Expected date of Arrival	01/04/2021

General Information

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 on average 200 projects per 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 22 countries –in Africa, Asia, Middle East, and Europe. PUI Libya mission started implementing operations in East of Libya in 2017. The organization develop a lifesaving response that provides primary health care services to the most vulnerable population (internal displaced populations and their host communities, migrants, refugees and asylum seekers) combined with an integrated basic needs response to address the overall health situation of the PoC in detention centers and in urban settings.

General Context :

Libya, a mostly desert and oil-rich country with an ancient history, has more recently been known for the 42-year rule of the mercurial Colonel Muammar Gaddafi -and the chaos that has followed his departure (BBC, 2019). The country has splintered, and since 2014 has been divided into competing political and military factions based in Tripoli and the east. Among the key leaders are Prime Minister Fayeze Sarraj, head of the internationally-recognized government in Tripoli, Khalifa Haftar; leader of the Libyan National Army, which controls much of eastern Libya; Aghila Saleh, speaker of the House of Representatives based in the eastern city of Tobruk; and Khaled Mishri, the elected head of the High State Council in Tripoli.

Humanitarian consequences:

Libya continues to struggle to cope with the effects of ongoing conflict and insecurity, an economic and governance crisis and the impacts of COVID-19. In 2020, around 2.5 million people have been the most affected, with 1.3 million people having the most severe needs and requiring humanitarian assistance. This is the result of a deterioration or partial collapse of living standards and basic services, an increased reliance on the use of negative coping strategies and widespread grave violations of human rights and significant impact on physical and mental wellbeing.

Despite the crisis, Libya remains an attractive destination for migrant workers due to an economy that relies on foreign labour, higher salaries and historical ties, as well as being a transitory route for people seeking opportunities or asylum in Europe. An estimated 655,000 refugees and migrants are in Libya, including 48,000 registered refugees and asylum seekers. However, refugees and migrants continue to be exposed to protection risks, human rights violations, exploitation and abuse (HNO, 2021).

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

PUI's strategy/position in the country

The main programmatic objectives of PUI can be synthesized as follows:

- Enhance protection environment and access to essential services for conflict-affected communities in Libya.
- Provide life-saving assistance by ensuring a safe and dignified access to health services as well as an access to clean water, basic sanitation facilities and hygiene items for the affected families in Detention Centers.
- Improve the quality of the health services provided to the people through the national health facilities.

History of the mission and current programs

PUI Libya mission started implementing operations in East of Libya in 2017. The organization has developed a lifesaving response that provides primary health care services to the most vulnerable population (internal displaced populations and their host communities, migrants, refugees and asylum seekers) combined with an integrated basic needs response to address the overall health situation of the PoC in detention centres and in urban settings. As a result, after three years of experience, PUI is now positioning as a significant actor targeting all groups of population in various settings in all eastern Libya. Its constant and solid field presence enables the organization to develop strong relationships with key stakeholders (authorities, local community leaders and local and international NGOs), as well as acceptance in reference to the activities implementation. In 2020, 2 Mobile Health Teams were deployed in Al Kufra and 1 in Detention centers in Eastern Libya. PUI is implementing an integrated approach, with Protection and MHPSS specialist embedded in each MHT. Additionally, PUI is working on the reinforcement of the health system through training and capacity building project for health professionals, and the rehabilitation of health facilities. In 2021, the mission will implement 2 projects funding by AICS and ECHO/SDC.

- Title: Libya Equal Access and Development for Recovery: enhancing access to health services (AICS) in Al Kufra, Benghazi and Al Bayda
- Title: Enhance protection environment and access to essential services for conflict-affected communities in southern Libya. (ECHO / SDC) in Al Kufra

To note, due to the administrative context, the majority of the humanitarian intervention in Libya are being managed remotely from Tunis

Configuration of the mission

BUDGET FORECAST 2021	4 000 000 Euros
BASES	Coordination in Tunis (TUNISIA), Operational bases in Benghazi and Al Kufra (LIBYA)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	60
MAIN PARTNERS	Italian Cooperation, ECHO, Swiss Cooperation
ACTIVITY SECTORS	Health, Protection, MHPSS, WASH and rehabilitation

Job Description

Overall objective

The WASH & Rehabilitation coordinator ensures the monitoring of qualitative and operational aspects of the mission's WASH & Rehabilitation programmes on a day-to-day basis. He/She technically supervises the WASH & Rehabilitation team jointly with the relevant field coordinators in the bases. The WASH & Rehabilitation department is a multi-sectorial department, focusing on WASH, infrastructure and NFI activities such as rehabilitation of WASH facilities, rehabilitation of Health facilities and NFI/Hygiene Kits distribution to vulnerable populations.

Tasks and Responsibilities

- ▶ **Programmes** : He/She coordinates the WASH & Rehabilitation teams jointly with the Field Coordinators, ensures the operational, qualitative and integrated aspects of programmes are put into practice properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, integrated approach).
- ▶ **Evaluation / Strategy / Development**: He/She participates, for his technical sector, in creating an operational strategy and suggests new operations according to needs identified at base and mission level. He strongly participates (in coordination with other national coordinators and the relevant Field coordinators) in the design and implementation of assessments and in the design and overall project cycle management of all WASH & Rehabilitation projects at mission level. He/She is responsible for the design and the implementation of mitigation risk measures due to the remote management set up for his/her department.
- ▶ **Human resources**: He/She supervises the technical component of the teams operating on WASH & Rehabilitation WASH & Rehabilitation (participates in technical evaluations, helps defining technical objectives, written tests, interviews). He/She supports the line managers of the WASH & Rehabilitation departement in designing and implementing a training plan for all the WASH & Rehabilitation team.
- ▶ **Representation**: Upon delegation of the Deputy Head Of Mission program, He/She ensures and coordinates representation at mission level with partners, donors and different authorities, participation to the working group (WASH, NFI/Shelter sectors).
- ▶ **Coordination**: He/She ensures that information is efficiently communicated between the WASH & Rehabilitation teams and other teams (support, programs...) and he ensures a proper coordination and information sharing with other national level coordinators (Log, Admin...)
- ▶ **Logistical, administrative and financial monitoring**: He/she coordinates with the Logistic and Administration coordinator for the procurement and Financial Follow up.

Specific Goals and Related Activities

1. **PARTICIPATING IN DEFINING OF PROGRAMMES AND MONITORING OF THE PROGRAMMES UNTIL THEY ARE COMPLETED**
 - ▶ He/She supervises the technical quality of WASH & Rehabilitation WASH & Rehabilitation related activities, including project and site visits, monitoring the quality of interventions, meeting PUI's WASH & Rehabilitation staff and all the external stakeholders.
 - ▶ He/She guarantees gateways between the other program departments in the design and the implementation of the activities (sharing information, integrated assessments...)

- ▶ He/She alerts the Deputy Head Of Mission program in cases of delays identified in implementation of WASH & Rehabilitation programmes and suggests adjustments (in terms of activities, operation area, budget, schedule etc).
- ▶ He/She, leads the WASH & Rehabilitation components assessments and proposal (narrative, technical design, financial design, support needs, data analysis and reporting...)
- ▶ He/She ensures that donor reporting for WASH & Rehabilitation WASH & Rehabilitation projects are prepared (Monthly and ad-hoc reports).
- ▶ He/she participates and support plannings at base and coordination levels.
- ▶ He/she updates on monthly bases the context regarding needs at National and base level
- ▶ He/She ensures that WASH & Rehabilitation teams respect PUI's procedures and formats and are in compliance with the PUI's operation policy. In case of non-compliance with PUI policies, he/she directly share an alert to his line manager.
- ▶ He/She collects all the means of verification on a regular basis as listed in the WASH & Rehabilitation remote strategy and he/she develops solid synergies with the support department and other programmatic departments to systematically cross-check these means of verification.
- ▶ He/She leads and ensures an institutional knowledge building strategy for WASH & Rehabilitation interventions and defines, with the Deputy Head Of Mission program the relevant documents and tools to be produced.
- ▶ He/she reviews Project Monitoring Tools (PMTs), design planning tools for the WASH & Rehabilitation activities
- ▶ Design follow up tools to monitor the progress of WASH & Rehabilitation activities.
- ▶ He/She updates the different package of tools (such as DC and Urban settings package) within the WASH & Rehabilitation department and ensures that all the tools are used properly
- ▶ He/She feed the coordination team with regular progress reports, particularly in analysis of indicators and results of the mission's WASH & Rehabilitation programs.

2. PARTICIPATING IN THE DEFINITION AND THE REVISION OF OPERATIONAL STRATEGY

- ▶ He/She participates in preparing a mission Strategy for the WASH & Rehabilitation department.
- ▶ He/She designs clear SOPs for the WASH, infrastructure and NFI activities within the mission.
- ▶ He/She will support the MEAL team in the preparation and during assessments. He/She guarantees the quality of the data collection and analysis.
- ▶ He/She participates in the follow up of the humanitarian situation in the country and reports needs to the Deputy Head Of Mission program and HQ referent. He/She sends regular situation update and analysis to the Deputy Head Of Mission program and HQ Referent. He/She leads the design and the implementation of a risk mitigation measures strategy for the WASH & Rehabilitation department for all the bases.

3. SUPERVISING LOCAL AND INTERNATIONAL TEAMS WITHIN HIS/HER DEPARTMENT

- ▶ He/She is the technical supervisor of the WASH & Rehabilitation project team at mission level.
- ▶ Thus, he/she designs job descriptions of project manager and officers before sending to the relevant field Coordinators.
- ▶ He/She leads department meetings and define with the Field Coordinators priorities and activity schedules.
- ▶ He/She leads with the line managers in the recruiting of the members of his/her team and participate in the end of contract process for positions under his/her technical area. He/She designs with the line managers the job description and the written tests for the positions under his/her technical area.
- ▶ He/She ensures and/or supervises the continued training of the local and an international member of his/her team (organizational, methodological and technical support), participates in the identification of training needs and recommends training action internally or externally.

4. PARTICIPATING IN THE MANAGEMENT AND SAFETY OF GOODS AND PEOPLE IN HIS/HER OPERATION AREA

- ▶ He/she also alerts the relevant Field Coordinators and Deputy Head Of Mission program if gaps are observed during his/her field visit in order that corrective action should be taken.

5. ENSURING THE CIRCULATION OF INFORMATION AND THE REPRESENTATION OF PUI

- ▶ He/She ensures information is efficiently communicated between the national coordination and the field.
- ▶ He/She participates actively in coordination meetings.
- ▶ He/She coordinates, under the supervision of the Deputy Head Of Mission program, the sector representation of PUI among partners, donors and different authorities at mission level such as WASH and NFI/Shelter sectors, QIPs coordination meetings, ad-hoc meetings with partners in the East...
- ▶ He/She ensures the external reporting linked to the sectors and the different coordination meetings.

6. ENSURE THE RESPECT OF PROCEDURES AND FACILITATE THE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL MONITORING OF HIS/HER OPERATION AREA

- ▶ He/She analyses the supply chain process in place for all equipment and materials under the WASH & Rehabilitation activities and proposes specific improvements if needed.
- ▶ In collaboration with the logistics coordination, he/she contributes to the procurement processes of his/her department (preparation of the tender documents, analyzing bids made by suppliers and reporting process).
- ▶ He/She participates in the FFU meetings to support the WASH & Rehabilitation team at field level.
- ▶ He/She makes sure in collaboration with the Deputy Head Of Mission program that logistical, administrative and financial procedures are established for WASH & Rehabilitation projects and alerts the relevant Field Coordinators and the coordination team if gaps are observed in order that corrective action may be taken.

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

- ▶ Supervision and technical support for the Implementation of the current WASH & Rehabilitation projects
- ▶ Capacity Building of the field team
- ▶ Structuration of the WASH & Rehabilitation department of PUI Libya.

Required Profile

	ESSENTIAL	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Technical training in water supply, sanitation and hygiene ▶ University degree in civil engineering or construction works 	<ul style="list-style-type: none"> ▶ Project Management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Min. 3 years as a manager of humanitarian projects (international position) ▶ Successful experience in expatriate team management and in management of WASH and/or Rehabilitation Programs and/or shelter/NFI ▶ Water supply, sanitation, hygiene, infrastructures, shelter/NFI 	<ul style="list-style-type: none"> ▶ Experience in needs assessment and monitoring of activities ▶ NFI/Hygiene Kit distribution ▶ Experience with PUI ▶ Experience as technical coordinator in humanitarian projects
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing skills ▶ Strong Knowledge in project management ▶ Excellent technical structural calculation skills ▶ Excellent network calculation and water analysis skills ▶ Good knowledge of procurement and contracts management processes 	<ul style="list-style-type: none"> ▶ Ability to work in unstable context ▶ Knowledge of procedures of institutional donors (ECHO, UNHCR,)
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office 	X	

Required Personal Characteristics

- ▶ Strong commitment to humanitarian principles
- ▶ Ability to work independently, take initiative and take responsibility
- ▶ Resilience to stress
- ▶ Works well in and promotes teamwork, comfortable in a multicultural environment, flexible and able to handle pressure with professional grace
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organization and ability to manage priorities
- ▶ Proactive attitude
- ▶ Ability to work and manage professionally and maturely

Others

Mobility: movements in Libya could be required.

Proposed 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 PUJ

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
- ▶ **PAID LEAVES POLICY :** 5 weeks of paid leaves per year + return ticket every 6 months (for missions of 8 months minimum)