

Preliminary Job Information

Job Title	Deputy Head of Mission for Programs
Country and Base of Posting	Myanmar, Yangon (at least 30% of time in other bases)
Reports to	Head of Mission
Duration of Mission	6 months

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. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations. 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, Caucasus and Europe.

Myanmar was ruled by a military junta for decades. The first general election in 20 years was held in 2010. This was hailed by the junta as an important step in the transition from military rule to a civilian democracy. A civilian government led by President Thein Sein was installed in March 2011. Myanmar still remains one of the poorest country in the world, ranking 152 (1,272 USD per capita in 2017) in the GDP per capita worldwide and 145 in UNDP human development index (2016). Although there is a lack of reliable health data, it is commonly agreed that Myanmar has some of the worst health indicators in South-East Asia. The ethnic areas, that have been off-access for decades, are amongst the most vulnerable regions in Myanmar with a very low literacy rate resulting in various challenges such as education, health services, livelihood, and food insecurity. The largest ethnic group is the Bamar people. Bamar dominance over Karen, Shan, Rakhine, Mon, Rohynga, Chin, Kachin and other minorities has been the source of considerable ethnic tensions and has fueled intermittent protests and separatist rebellions. Military operations against insurgents have uprooted many thousands of civilians in the last decades. Ceasefire deals signed in late 2011 and early 2012 with rebels of the Karen and Shan ethnic groups suggested a new determination to end the long-running conflicts, as did Chinese-brokered talks with Kachin rebels in February 2013.

In 2015, a National Cease-fire Agreement (NCA) was signed with most of the ethnic organizations at the border of the country, leading to real opportunities to access Non State Actors (NSA) areas. The negotiations to broaden this NCA are still ongoing and represent a major challenge for the country and the stability of some border states. Indeed, since 2011, armed conflict between the Myanmar Armed Forces (Tatmadaw) and the Kachin Independence Army (KIA) has provoked the displacement of around 90,000 civilians to 136 camps across Kachin State.

The military coup in February 2021 has pushed Myanmar back into crisis. Brutal crackdown of demonstrations and civil opposition as well as confrontations between ethnic armed groups and the Tadmaw have led to hundreds of casualties and displacements of thousands of people.

PUI's Strategy in the Country

PUI has worked for 30 years with various communities in Myanmar to improve access to primary healthcare and reproductive health services, as well as to promote appropriate practices for health and hygiene in remote areas and among vulnerable groups (mother and children, population at risk or with HIV/AIDS). In close collaboration with local health authorities, PUI contributes to develop community health networks, reinforce their capacities and strengthen their integration within the governmental health system. Innovative strategies such as m-Health (mobile health), as well as cultural and conflict-sensitive approaches are fostered to leverage the health services provided, overcome barriers that limit access and stimulate demand for services. While focusing mainly on health programmes in Myanmar, PUI's strategy today is to focus its activities on emergency and to develop integrated approaches in order to respond to the most urgent needs of conflict affected population and people affected by natural disasters.

History of the Mission and current Programs

History of the mission

The mission's first intervention began in 1984 at the border with Thailand in Kayin State, with interventions primarily focusing on training ethnic health workers. When the population fled into Thailand, PUI followed and continued its services in the refugees' camp in Thailand. PUI extended its intervention inside Myanmar in 2001 through a memorandum of understanding with the ministry of health. It initially started in South Yangon with programs aiming to improve water and sanitation, while empowering communities and supporting a network for community health. The mission expanded later in various under-served areas (Wa special region 2, Northern Rakhine State, South-East Myanmar), with intervention focusing on supporting primary health care and building capacity of community health networks.

In 2007, PUI started a prevention, treatment and care program for HIV/AIDS, which supported for 10 years a cohort of approximately 900 PLHIV. The program has been complemented by activities aiming at strengthening the capacity of the civil society. This program is still ongoing.

In addition, in 2013, PUI designed a four-year mother and child health program in South Yangon and Kayin State. The latter aimed at improving access to primary healthcare and raise awareness on health and hygiene issues through a comprehensive community empowerment (training of community health workers (CHW) and auxiliary midwives (AMW)) and the development of m-Health approaches to strengthen the health system, with the support of the Myanmar central and local authorities, and of the main Non State Actors.

In 2015, the mission responded to devastating cyclone Komen, with emergency health support and a food security project for early recovery in Sagaing Region (Kale Township).

Until March 2017, PUI had a base in Bhamo (Kachin State) to implement a comprehensive Food Security and Livelihood project (FSL) in Southern Kachin State, focusing on the needs of the conflict and flood-affected population (both with IDPs and hosts communities, in camps and villages) in Bhamo, Mansi and Momauk Townships. Until September 2017, PUI implemented a four-year program in MNCH sector in Kawkareik Township (Kayin State).

Since 2020, PUI has a base in Hpa An (Kayin State) with WASH, health and food security programs.

Current projects

PUI currently works in partnership with the Global Fund to provide prevention, care and treatment to high risks groups of population affected by HIV and Sexually Transmissible Infections (STI) in South Yangon townships. In Kayin State, PUI is implementing a Pilot AFD & Suez funded project as well as a Health and Food Security project with the Myanmar Humanitarian Fund.

In 2021, PUI will continue the Global Fund project and the AFD & Suez project. In addition, PUI plans to continue Health and Food Security activities and to start a Nutrition project.

Configuration of the Mission

BUDGET 2020	1.2 million EUR
BASES	Yangon, Dala, Hpa An
NUMBER OF EXPATRIATES	4 for 2021
NUMBER OF NATIONAL STAFF	Approximately 100
NUMBER OF CURRENT PROJECTS	6
MAIN DONORS	UN, Global Fund, French donors
ACTIVITY SECTORS	Health, WASH, Food Security
EXPATRIATE TEAM ON-SITE	<u>The planned team for 2021 is:</u> Head of Mission Deputy Head of Mission for Programs Admin & Finance Coordinator Field Coordinator Kayin

Job Description

Overall Objective

Under the supervision of the Head of Mission, the Deputy Head of Mission for Programs (DHoMP) will lead the Program Department (technical coordinators, MEAL team) in order to coordinate the tactical and strategic programming aspects of the Mission for ensuring the implementation of high-quality programs and helping in strengthening the PUI Mission development. S/he will operate these duties in line with the global PUI strategic framework and the approved Country Strategy for Myanmar.

Scope of Responsibilities

The DHoMP plays a key role in coordinating implementation strategy and supports operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance on reporting and documentation, but also to ensure timely, effective and compliant programming in accordance with internal and external principles and requirements.

As an implementing organization, PUI places great importance on operational results and impact of its programs. Thus, the DHoMP plays critical role in overseeing monitoring and evaluation, usually in collaboration with the Field Coordinator, and in collaboration with other external partners and stakeholders.

Specific Objectives linked to Activities

1. PROGRAM DEVELOPMENT AND OVERSIGHT

- ▶ In collaboration with Head of Mission (HoM), co-animate the country strategy design process for components related to the program.
- ▶ S/he ensures that all programs are based on the identified needs and in line with PUI global strategy, as well as with national and international sectorial strategies and standards (including but not limited to: internal technical guidelines, sectorial guidelines, SHPERE standards, protection and gender mainstreaming)
- ▶ S/he ensures that the changes in strategic documents of external stakeholders and partners (clusters, donors) are timely communicated to the relevant team members and reflected in the internal processes and work, if need be.
- ▶ S/he ensures that PUI is aware of funding opportunities for Myanmar and strategies of major stakeholders. DHOMP will be responsible to coordinate various proposal writing according to country strategy and opportunities.
- ▶ S/he ensures that project implementation is in accordance with PUI's established plans, policies, procedures and core values.
- ▶ S/he ensures appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
- ▶ S/he works closely with HoM, the technical coordinators, Field Coordinator and project managers to address all issues regarding the quality of programs implementation.
- ▶ S/he oversees the design of programs and field-level monitoring for quality assurance.
- ▶ S/he works with the Finance Coordinator, on a monthly basis, to analyze grant budget spending and identify spending trends in order to anticipate appropriate actions if significant risks are noted.
- ▶ In close collaboration with Field Coordinator, DHoMP plans and actively participates in periodic programs review (kick-off meetings, project review meetings, closing-out meetings)
- ▶ S/he is the main programmatic link between the Mission and PUI Headquarter Program Officer.
- ▶ S/he keeps the Mission informed of the humanitarian context of the country and the region.
- ▶ S/he maintains close contacts with humanitarian stakeholders in the country.
- ▶ S/he ensures data collection and analysis is based on the humanitarian situation and the needs.

2. PROGRAM QUALITY AND MONITORING

- ▶ S/he coordinates the design of a Quality Management Policy and ensure the quality management of the PUI's program in Myanmar.
- ▶ S/he ensures appropriate program technical implementation framework and that advisory support is available to the field teams and in line with organizational priorities.
- ▶ S/he ensures that project teams are knowledgeable about PUI's technical project implementation procedures as well as donor compliance requirements.
- ▶ S/he oversees the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the programs.
- ▶ S/he ensures MEAL system and processes are in place for the ongoing projects, and oversees its functioning.
- ▶ S/he ensures the connection and coordination between technical coordinators and advisors with their counterparts at the Headquarters level.
- ▶ S/he ensures that the strategy of the Mission with regard to programs remain aligned with the technical requirements and standards of the Association.
- ▶ In close coordination with Head of Mission, Field Coordinator, s/he initiates the launch of new assessments including overall planning and availability of tools.

- ▶ S/he ensures the necessary resources to implement the program development and gradual improvement in the quality of implemented activities.

3. INTERNAL AND EXTERNAL COMPLIANCE, REPORTING, AND DOCUMENTATION

- ▶ S/he ensures all narrative and financial reports related to the programs are submitted in a timely and compliant manner.
- ▶ S/he ensures dissemination of information with regard to reporting deadlines, change in compliance requirements, and any other comments or findings from the donors/stakeholders to the relevant team members.
- ▶ In collaboration with Field Coordinator, s/he supervises the proper maintenance of all files, records and documents relating to PUI program activities
- ▶ In collaboration with Field Coordinator, s/he ensures the quality of project proposals and reports against the internal and donors standards.

4. EXTERNAL REPRESENTATION AND COORDINATION WITH PARTNERS, STAKEHOLDERS AND OTHER ACTORS

- ▶ In close collaboration with Head of Mission, s/he represents PUI in contacts with external partners, stakeholders and other actors on the matters related to implementation and quality of programs.
- ▶ S/he acts as point of contact for all routine donor communication.
- ▶ S/he coordinates the PUI attendance at technical meetings with donors, NGOs, UN agencies, governmental entities.
- ▶ S/he links regularly with other humanitarian stakeholders and actors, and follows up any potential relevant collaboration.
- ▶ S/he collaborates with relevant ministries and other organizations' technical staff working in sectors of interest to PUI to build partnerships.
- ▶ S/he participates in the coordination meetings, seminars, and other venues at central level and internationally as requested by the situation.

5. TEAM MANAGEMENT

- ▶ S/he ensures the operational management of the team, including that proper coordination and supervision processes and instruments are in place.
- ▶ S/he ensures the team adherence to PUI internal staff regulations, ethical frameworks, as well as the national laws.
- ▶ S/he conducts performance appraisals for the directly managed team members, identifies the required improvement in skills, and ensures the action plans or that relevant trainings and/or mentoring is provided.
- ▶ S/he identifies the needs in the capacity and competencies across the team, and supports the HR Department in development of relevant training needs plans.
- ▶ S/he ensures the smooth and regular coordination happens between the technical program team and program implementation teams through meetings, ad hoc consultations, inclusion of the relevant team members in the decision making processes.

6. SECURITY AND SAFETY MANAGEMENT

- ▶ S/he ensures that the team strictly adheres to the security and safety protocols validated at the Mission.
- ▶ S/he remains informed about the context dynamics with regard to the security and safety, main actors, possible scenarios ahead.
- ▶ S/he replaces Head of Mission (HoM) as overall responsible for security and safety of people and assets during the absences of HoM in the country that includes immediate management of security.

Team Management

- ▶ Reports to: Head of Mission (HoM)
- ▶ Direct management of: Deputy Program Coordinator, Country Medical Manager, Project Manager (2)
- ▶ In collaboration with (not exhaustive): Finance Coordinator, Country Logistics Manager, Field Coordinator, Project Managers

Required Profile

Required Knowledge and Skills

	REQUIRED	DESIRABLE
TRAINING	▶ Bachelor's degree in a field related to project management, international development and/or social sciences	▶ Master degree in the relevant field such as humanitarian action, international

		development, public health and/or social science
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Experience managing multi-sectorial projects ▶ Minimum of 5 years' experience in the areas of program development, project management, donor reporting and grant compliance ▶ Past track record in team management ▶ Past track record in security management 	<ul style="list-style-type: none"> ▶ Experience managing health programs ▶ Previous work experience in emergency context

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong knowledge of MEAL methodologies and cycle ▶ Knowledge of standards in one of the following sectors: health incl. mental health, nutrition, WaSH ▶ Good understanding of gender aspects of the program design and implementation ▶ Good understanding of protection mainstreaming ▶ Good training and mentoring skills ▶ Excellent planning and anticipation skills 	<ul style="list-style-type: none"> ▶ Knowledge and past experience in implementation of standalone protection activities ▶ Understanding of integrated approach in program design and implementation
LANGUAGES <ul style="list-style-type: none"> ▶ English ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Excellent command in writing and editing documents in English 	<ul style="list-style-type: none"> ▶ Knowledge of Myanmar an asset
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including 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"> ▶ Demonstrates integrity and promotes the PUI mandate and values among the teams ▶ Fair treatment towards the team members ▶ Demonstrates high tolerance for change, complexity, unpredictability ▶ Proven team building, organization and communication skills ▶ Proven mentoring and capacity strengthening skills ▶ Ability to lead team and solve conflicts ▶ Strong skills in coordination and building synergies between the teams ▶ Ability to provide the required output in a timely and efficient manner ▶ Ability to work under pressure ▶ Team player
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Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 420 up to 2 750 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:** Accommodation allowance
- ▶ **DAILY LIVING EXPENSES:** monthly "Per diem"
- ▶ **PAID LEAVES POLICY :** 5 weeks of paid leaves per year + return ticket every 6 months