



# JOB DESCRIPTION

## Preliminary Job Information

<b>Job Title</b>	<b>DEPUTY FIELD COORDINATOR PROGRAM</b>
<b>Country &amp; Base of posting</b>	<b>AKKAR, LEBANON</b>
<b>Reports to</b>	<b>Field Coordinator</b>
<b>Creation/Replacement (incl. name)</b>	Creation
<b>Expected Date Of Arrival</b>	01/05/2017
<b>Duration of Handover</b>	N/A
<b>Duration of Mission</b>	6 months (renewable)

## General Information on the Mission

### Context

As the Syrian Crisis is in its sixth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 4.5 million refugees from Syria have fled to neighbouring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt

After Turkey, Lebanon is the second host country for Syrian refugees with over 1.125 million refugees registered for an overall population of less than 4.5 million (Source: LCRP 2016). Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high. Although Lebanon remains stable and Lebanese institutions are expected to function again after election of a new president in November 2016, increasing tensions between communities are also expected, in line with the decisions made in 2015 to put a limitation to the registration and movements of refugees.

Due to some concern of infiltration of terrorist groups in Lebanon, in March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization among refugees entering from Syria. The Lebanese government has also asked the UNHCR to stop the registration process hence new refugees and new born babies cannot be registered anymore either. Since then, it is now much harder for Syrians to enter the country, while those residing in Lebanon are also facing difficulties in renewing their residency or having access to humanitarian aid or public facilities. This situation will cause an increased economic strain on the families, although the ban on work has been left (for occupations related to construction, agriculture and maintenance only) in 2016.

As the Syrian crisis is now protracted, with unprecedented number of civilians affected by the constant violation of the Humanitarian laws, there is little perspective for the refugees to return to their home country. The Syria Crisis Response Conference which took place in London in 2016 clearly intends to address the humanitarian needs of this protracted crisis, by setting up consistent multi years response tackling current issues, considering the evolution of needs and the necessity to provide the refugees from Syria with some perspectives and ensuring the social stability in Lebanon. The spill over of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society, especially in areas where the level of social infrastructures is not developed or strong enough to cope with.

First challenge is the reduction of the aid available to tackle basic needs: in 2015 and first semester of 2016, only 56% of the funding requested were allocated to the humanitarian response to the Syrian Crisis in Lebanon.

This led to decrease in basic assistance provided to the refugees, and therefore to an escalation in negative coping mechanisms of most vulnerable households, (such as begging, child labour, child marriages, sexual services for food/accommodation, limitation of movements due to transportation costs, etc.).

What is more, if (un)conditional cash assistance is the main relevant way to respond most basic needs of registered poorest refugee families, level of indebtedness is a key factor for explanation of vulnerability In the long lasting crisis, and needs to be monitored constantly. As weather conditions are also very harsh in the winter, access to proper shelter conditions is a main priority as well. Most vulnerable Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS).

London Syrian Crisis Conference focuses as well on the education and health services provision, which need to be upgraded in terms of quality and provided in a more sustainable way, as no return to Syria is realistic in the next upcoming years. According to the 2015 Vulnerability Assessment of Syrian Refugees (VASyR), 27% of households among the Syrian displaced population count at least one member with a specific need: chronic disease (13%), permanent disability (3%),

temporary disability or another issue. 70% of displaced households reported a child needing care in the month prior to the survey.

Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level, and especially in poorest areas such as Akkar..

### **Akkar and Sahel**

Some areas of Lebanon are suffering from a long-lasting, chronic underdevelopment combined with the burden linked to the presence of Syrian refugees. The young governorate of Akkar (established in 2015 but still largely depending on Tripoli, capital of the North governorate) falls in this category: with 99,093 registered with UNHCR<sup>1</sup> and a significant yet unknown number are not registered, and 23,273 Lebanese living below the poverty line as defined by the Lebanese Ministry of Social Affairs (MoSA)<sup>2</sup>, Akkar is the poorest governorate of Lebanon. The governorate is suffering from chronic institutional neglect and a lack of access to basic public infrastructure and services (water, sanitation, education, transport, health, etc.) The significant presence of Syrian refugees is pressuring on already weak services and strong competition in livelihoods, that hit Lebanese most vulnerable households.

Sahel area is the Lebanese most northern coastal area bordering Syria. All of listed above issues are maximized in the area, where 63% of its residents live on less than 4 USD per day<sup>3</sup>, and is marginalized in national developmental agenda. The main employment sector is agriculture, followed by public service and army<sup>4</sup>. However, unemployment rate is high and tensions are palpable in the area, as it combines a long-term established environment of religious, political and interpersonal tensions, to what is now added a competition over resources between the host communities and the Syrian refugees. The later are suffering from their legal status when it comes to livelihood, their access to legal work being very limited. The existing infrastructure and public services in Sahel, which was already deficient before the Syrian crises, is now under an increased pressure with the presence of Syrian refugees.

The intervention implemented in Akkar tends to be more and more integrated, due to the protracted nature of the crisis and the necessity to support both refugees and poorest Lebanese. In Akkar, PU-AMI supports both the educative, water supply and healthcare infrastructures and services. This integrated approach requests high quality intervention in order to have optimal impact by the supported communities.

### **PUI's strategy/position in the country**

Present in the country since 1996, PUI has a long experience in assisting conflict affected populations in the South. Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North (Akkar), Mount Lebanon and South (Saida) of Lebanon.

In 2017-2018, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programmes orientations :

- **Humanitarian Assistance Programme:** to provide a protection-based humanitarian material assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis, based on the targeting system and relevant vulnerabilities monitoring. .
- **Resilience Programme:** to develop and strengthen access to social and community infrastructures (schools, health facilities) and well-being with regards to specific poor and vulnerable groups .

### **History of the mission and current programs**

Première Urgence Internationale(PUI) is a non-governmental, non-profit and non-religious international aid organisation. Our teams are committed to supporting civilian victims of marginalisation 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 leads in average more than 200 projects a year, providing assistance to around 4 million people in more than twenty countries – in Africa, Asia, the Middle East and Europe.

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectoral approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent

<sup>1</sup>UNHCR, September 2016

<sup>2</sup>OCHA, North and Akkar governorates profiles, August 2016

<sup>3</sup>UNDP, Local and Regional Entanglements: The Social Stability Context in Sahel Akkar, August 2016

<sup>4</sup>UNDP, Local and Regional Entanglements: The Social Stability Context in Sahel Akkar, August 2016

presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organisations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities

#### **Configuration of the Mission**

<b>BUDGET FORECAST 2017</b>	<b>10.000.000 EUROS</b>
<b>BASES</b>	<b>BEIRUT (COORDINATION AND OPERATIONAL BASE), SOUTH (SAIDA), NORTH/AKKAR (HALBA)</b>
<b>NUMBER OF EXPATRIATES</b>	12
<b>NUMBER OF NATIONAL STAFF</b>	150
<b>NUMBER OF CURRENT PROJECTS</b>	8
<b>MAIN PARTNERS</b>	BPRM, AFD, OCHA, EUROPEAID, UNHCR, WFP
<b>ACTIVITY SECTORS</b>	Food Security and Livelihood, Infrastructure, Shelter – Protection, Psychosocial, Education, Health,
<b>EXPATRIATE TEAM ON-SITE</b>	Expatriates: Field Coordinator, Deputy Field Coordinator, Protection project manager, Logistics manager National staff: 60

## Job Description

### Overall objective

The Deputy Field Coordinator ensures at base-level the smooth implementation of PUI's program in Akkar, targeting the Syrian crisis affected populations. 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, more specifically, Shelter, WASH infrastructure, Protection, education/Psychosocial, livelihood, and health.

- ▶ **Programmes:** He/She 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
- ▶ **Representation:** He/She will participate in the technical forums (Working Groups) at local level
- ▶ **Human Resources:** He/She will be the direct line manager of the Project Managers in this base and will ensure that appropriate support and capacity building is brought to the senior managers of the programmes.
- ▶ **Logistics and Administration:** He/She will oversee the logistic and administrative duties of the projects with the support of the Logistic Department
- ▶ **Strategy:** He/She will ensure 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. MANAGES THE PROGRAMS DEPARTMENT OPERATIONAL AND QUALITATIVE DEVELOPMENT

- ▶ He/she guides all the Managers under his/her direct responsibility in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines.
- ▶ He/she provides regular updates of the Program implementation activities and performance to the Field Coordinator.
- ▶ He/She alerts the Field Coordinator in cases where delays in carrying out programmes have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule etc)
- ▶ Identify, assess and analyze needs with the Project Managers and the field teams and make suggestions and recommendations to the Field Coordinator, Head of Mission and Deputy Head of Mission to improve the quality of activities
- ▶ Ensure supervision and close team work between the Project Managers and his/her teams in relation to the proper implementation of activities
- ▶ Monitor that the administrative, logistics and technical procedures linked with the projects are observed by the teams
- ▶ Analyze the logistics and administrative needs for the projects as identified by the Logistician and the Administrator and ensure support services for programme implementation are operating effectively
- ▶ Support the Project Managers with the analysis of budget follow-ups  
He/She ensures that project teams' practices respect PUI's procedures and formats and are in compliance with the PUI's operational policy
- ▶ Support in monthly reviews of Financial Follow Up (FFU) process when requested

#### 2. MANAGEMENT OF HUMAN RESOURCES AT PROJECT LEVEL

- ▶ He/SHe will be the direct line manager of Project Managers in the Programmes Department ;
- ▶ He/She will ensure adherence to PUI staff regulations and HR policies (Anti corruption and Policies)
- ▶ Identify gaps and needs in terms of project management, and provide support and on-job training to the Project Managers in regards to budget management, report writing, monitoring and evaluation systems, representation, etc.
- ▶ Participate in the recruitment of Project Managers, and upon request, participate in the recruitment of other key project staff
- ▶ He/ she makes sure that technical guidelines validated at coordination level are well implemented by projects teams.
- ▶ Evaluate regularly the appraisals of the Project Managers

- ▶ Organize project meetings when needed, minutes reporting, team communication and team building

### 3. MONITORING, EVALUATION AND REPORTING

- ▶ Submit monthly situation report to Field Coordinator and ensure proper submission of monthly reports by the Project Managers
- ▶ Support the Project Managers to develop appropriate reporting tools and submit them on a regular basis
- ▶ Under the technical supervision of the Field Coordinator, ensure effective and timely data collection related to the indicators listed in the logframes
- ▶ Report to the Area Coordinator on meetings, project activities and any other relevant information
- ▶ Participate 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)
- ▶ Working 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.);
- ▶ Collaborating 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.

### 4. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

- ▶ Under the guidance of the Field Coordinator, and in coordination with the technical coordinator, he/she participates in the Working Groups on technical issues,
- ▶ He/ She liaises with partners at field level about the technical approaches developed,
- ▶ Initiating 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,

#### Focus on the 4 priority activities relative to the context of the mission

- ▶ Develop reporting tools for quality for project and interventions' impact monitoring
- ▶ Develop integration across all departments, with a focus on improving the referral system in close collaboration with the protection PM
- ▶ Reinforce the capacity in Project Cycle Monitoring of the Project Managers, in particular writing of reports and proposals.
- ▶ Propose, in line with Deputy Head of Mission and with the Field Coordinator, needs and gaps analysis along with field assessments

#### Team management

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

- ▶ The Base Programme Coordinator reports directly to the Field Coordinator (line manager),
- ▶ H/She works in collaboration with (not exhaustive): Shelter Coordinator, Grants Officer, other technical coordinators.
- ▶ Direct management: Shelter PM, infrastructure PM. Health PM, protection PM.
- ▶ Indirect management: all department Team Leaders and technical advisors.

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Minimum of 2 years in the areas of program development, project management, donor reporting and grant compliance;</li> <li>▶ Successful experience in</li> </ul>	

	consequent team management (at least 10 staffs). ▶ At least 2 years Experience as a Humanitarian Project Manager	
<b>KNOWLEDGE AND SKILLS</b>	▶ Strong Knowledge of Project Management methodology and cycle;	▶ Prior knowledge of the country/region an asset.
<b>LANGUAGES</b> ▶ French ▶ English ▶ Other (to be specified)	▶ Excellent command in writing and editing documents in both English and French (desirable)	▶ Working knowledge in Arabic is a plus.
<b>SOFTWARE</b> ▶ Pack Office ▶ Other (to be specified)	▶ Strong computer skills essential, including ability to operate Microsoft Word, Excel, ▶ database management software, statistical packages, ▶ GIS.	
<b>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</b>		
<ul style="list-style-type: none"> <li>▶ A strong commitment to humanitarian principles and the will to make sure beneficiaries needs are covered as best as the resources available allow.</li> <li>▶ Capacity to delegate and to supervise the work of a multidisciplinary team;</li> <li>▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership;</li> <li>▶ Problem solving and leadership skills;</li> <li>▶ Proven management ability and inter-personal skills – team player;</li> <li>▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;</li> <li>▶ Proven capacity for analysing and synthesizing comprehensive information and technical data;</li> <li>▶ Ability to write and edit reports under deadline pressure;</li> <li>▶ Ability to guarantee effective and timely outputs;</li> <li>▶ Self-motivated, flexible and adaptable to the needs of the team and organization;</li> <li>▶ General ability to resist stress;</li> <li>▶ Important organization and rigor skills.</li> </ul>		

<b>Conditions</b>	
<b>Status</b>	
▶ <b>EMPLOYED</b> with a Fixed-Term Contract	
<b>Compensation</b>	
▶ <b>MONTHLY GROSS INCOME</b> : from 1 980 Euros up to 2 310 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI	
<b>Benefits</b>	
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED</b>: Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING IN COLLECTIVE ACCOMMODATION</b></li> <li>▶ <b>DAILY LIVING EXPENSES (« PER DIEM »)</b></li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>	