

Preliminary Job Information

Job Title	FIELD COORDINATOR
Country & Base of posting	MOKHA, YEMEN
Reports to	HEAD OF MISSION
Creation/Replacement	REPLACEMENT
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. 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 6 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The conflict in Yemen started in 2014 with an internal political crisis which, later on, degenerated into an open war between northern-based Houthi Movement, allied to former President Saleh, and forces loyal to the official government, led by President Abdrabbuh Mansour Hadi. In March 2015, violence escalated when a Saudi-led coalition launched military operations to restore the official government and stop the Houthi-Saleh alliance, who already controlled Sana'a and advanced on Aden. The Saudi intervention led to a stalemate in which the country largely remains as per now. The war also escalated on the economic front as the Saudi-led coalition declared a blockade on large portions of the country still controlled by the Houthis. The fragmentation of power deepened in the end of 2017 and beginning of 2018, when the Houthi-Saleh alliance blew up, two months before the collapse of Aden's fragile balance between Hadi's supporters and Southern independentist forces. During that period, anti-Houthi forces secured territorial gains in south-western Al-Jawf, southern Al-Hudaydah and eastern Al-Bayda which, while far from rapid, were notably quicker than their previous pace. The main battlefield of the Yemen war is now the city and harbour of Hodeidah.

The conflict has led to devastating consequences for a population already highly vulnerable. Before the civil war erupted, Yemen was already enduring a humanitarian crisis with 15.9 million people in need of humanitarian assistance, recording one of the highest rates of malnutrition in the world. The intervention of the Saudi-led coalition in March 2015 translated into a severe aggravation of the humanitarian context. The disruption of the commercial and humanitarian imports, the displacement of populations, the disrupted market system, the loss of livelihoods and incomes, the damage on the private and public infrastructures, and the general destabilization of the public system contributed to widespread food insecurity, malnutrition and a serious lack of access to health. With the lift of the blockade by Saudi Arabia in December 2017, a return to the pre-blockade prices and imports was expected at the beginning of 2018. However, activities of Al Hodeidah and Salif ports have not been back to normal, and staple foods' and fuel prices remain volatile. Besides, displacement of populations continues to be a collateral damage of the conflict, as up to 16 000 households have been displaced since December 2017 in or near Hodeidah, Taizz, Ibb, and Lahj governorates.

As a result, an estimated 22.2 million people in Yemen need some kind of humanitarian or protection assistance, including 11.3 million who are in acute need. 17.8 million people are food insecure at national level, of which 8.4 are severely food insecure. Among these, some 1.8 million children and 1.1 million Pregnant or Lactating Women (PLW) are acutely malnourished, including 400,000 Children under 5 years-old (CU5) suffering from Severe Acute Malnutrition (SAM). With only 50 per cent of health facilities fully functional, and a disruption of health personnel's salaries, 16.4 million people in Yemen require assistance to ensure adequate access to healthcare – 9.3 million of whom are in acute need. An estimated 16 million Yemenis need humanitarian assistance to establish or maintain access to safe water, basic sanitation and hygiene facilities. Collapsing urban water and sanitation systems, deteriorating water and sanitation conditions in rural areas, and lack of means to maintain personal hygiene and purchase safe drinking water all contributed to one of the worst cholera outbreaks in the world. Finally, the increasing difficulties of food supply in the country and, more importantly, the ongoing collapse of the riyal, which severely impacts the price of basic commodities, raise the possibility of a large scale problem of access to food in Yemen in the coming months.

PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007, implementing health, nutrition, food security and livelihood projects in Hodeidah and Raymah Governorates.

Since May 2017 PUI is also a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and Cholera Treatment Centre when needed, and as a partner of an early warning system.

In 2018 PUI carried out an exploratory mission in Mokha district, part of Taiz governorate, under the Internationally Recognised Government's territories, to respond to high primary health and nutrition needs in remote and hard-to-reach areas of the district. Through ECHO's support, PUI deployed a team to Aden in April 2019, to open an office in Mokha to coordinate activities in the West Coast of Yemen.

In May 2019, PUI conducted an assessment in four Health Facilities in remote and hard-to-reach areas, based on discussions with local health authorities, the Health and Nutrition clusters and other stakeholders.

The assessment confirmed the need for health and nutrition intervention in the four sites, with no or extremely limited health services available, visibly high rates of malnutrition and precarious food security conditions. The four assessed Health facilities were functional before the war broke-out in 2015, since then, health staff left, the conditions of the HFs deteriorated and health service delivery was seriously disrupted.

Through an integrated approach, the intervention combines primary health, nutrition, training & supervision, rehabilitation (WaSH and Rehabilitation), food security, hygiene promotion and community health activities.

PUI also intends to reinforce the referral system and provide travel allowance for complicated pregnancies and complicated SAM cases, from supported HFs to Mokha Hospital. Distance and travel costs to the nearest health facilities in Mokha city, represent a significant barrier to access health services for populations living in the Health Facilities' catchment areas of Al Gomaa and Al Najeeba, estimated to be over 18,000 people.

- The direct provision or the support to **Primary Health Care (PHC) services**, including Integrated Management of Childhood Illness (IMCI), Sexual and reproductive Health care (SRH) Antenatal and Postnatal Care (ANC & PNC), Vaccination, Health and hygiene Promotion.
- The management of Outpatient Therapeutic Programs (OTP) and Supplementary Feeding Programs (SFP) for Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases.
- The support to **standard safe Water, Sanitation and Hygiene services in Health facilities**
- The management of General Food Aid and the distribution of Food Baskets for households with SAM cases.

PUI is also positioning itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (Ministry of Plan, Ministry of Health) both at central level in Sana'a and Aden and at local level in Hodeidah, Raymah and Mokha. In 2020, the mission will explore opportunities for geographical expansion in response to significantly high health and nutrition needs in some of the most affected governorates of the country, including but not limited to Hodeidah and Taiz.

Configuration of the Mission

BUDGET FORECAST 2019	6 000 000 EUR
BASES	Coordination: Sana'a Operations: Hodeida; Bajjel; Mokha, Aden
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	90
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, OFDA, CDC,
ACTIVITY SECTORS	Nutrition, Health, Food Security, WaSH, Emergency Response
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: HoM, Deputy Head of Mission for Programs, Logistics Coordinator, Medical Coordinator, Admin Coordinator, Grants and Reporting Officer Expatriates in Hodeidah: Field Co, Deputy Field Co for Programs, Base Log and Base Admin Expatriates in Mokha: Field Co, Base Log Admin

Job Description

Overall objective

The Field Coordinator is overall responsible for the proper functioning of field base and activities, to ensure safety and security of staff and assets, effective project implementation and quality of the intervention.

Tasks and Responsibilities

- **Safety:** He/She is responsible of the safety of the site, people and properties.
- **Programs:** He/She coordinates the teams, and ensures proper implementation of programs on the site, under the supervision of his/her immediate supervisor.
- **Human Resources:** He/She supervises all of the teams at the site, as well as national and international staff.
- **Logistical, administrative and financial support:** He/She oversees the logistical, administrative and financial components at the site for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator, and the Administrative and Financial Coordinator of the mission.
- **Representation:** He/She represents the organization before the partners, authorities, and various local actors operating in the area where his/her base is located.
- **Coordination:** He/She centralizes and disseminates information from/to the site, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the immediate supervisor.
- **Assessment/ Strategy:** He/She participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.

Specific Goals and Related Activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE

- He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriates and locals).
- He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- He/She ensures the smooth running of ongoing programs on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- He/She ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.
- He/She proposes new interventions and discusses them with his/her immediate supervisor.
- He/She is involved in identifying needs on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI.
- He/She participates in the Strategy development exercise of the mission.

3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE SITE

- He/She supervises all national and international teams on the site.
- He/She guides the work of the expatriates at the site, tracks the realization of their objectives, and leads the mid-term and final evaluation exercises.
- He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- He/She is in charge of administrative management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.
- He/She makes sure that all local employees are subject to a written evaluation at least once per contract

period and per year.

He/She assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.

He/She completes training programs for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions...).

He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor.

He/She prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the Technical Managers at his/her site, and forwards them for endorsement to the AFC, and to any other potentially relevant party, (depending on the position).

He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the AFC.

He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.

He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.

4 ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITE

He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the Admin & Financial Coo each month, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets.

He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.

He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.

He/She ensures adequate storage arrangements for all property and equipment.

He/She ensures proper delivery of all purchases planned for the operational sites.

He/She prepares and updates the inventory of supplies and equipment for the site, and submits it to the LOGC.

He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.

As regards budgetary monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Admin & Financial Coo.

He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the Admin & Financial Coo according to the agreed calendar.

Together with the Admin & Financial Coo, he/she tracks the cash flow for his/her site, and oversees disbursements.

Together with the Admin & Financial Coo, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.

5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE

He/She represents the association before local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI's principles of neutrality and independence.

He/She attends main coordination meetings when they take place, and participates actively.

In the event of visits from Donors, he/she participates in the organization and implementation of the visit.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

He/She is responsible for writing donor reports for programs implemented on his/her site; reports which are wholly or partly drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).

He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports).

He/She organizes the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc Situation reporting).

He/She attends internal coordination meetings and participates actively.

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

1) Ensure the effective implementation of activities at the early stages of the ECHO project, plan the start of OFDA in December 2019.

2) Continuation of Staff capacity building, especially the HF Activity Manager and MEAL Assistant

3) Maintain effective representation with all partners and authorities in Aden, explore possibilities of funding and other opportunities, to possibly expand activities in Southern Yemen, according to PUI strategy and the evolving humanitarian context.

Team Management

Number of people to manage and their position (National/International staff)

- ▶ Direct management: 3 National, 1 International
- ▶ Total staff base: 17 (16 National, 1 International)

This position is managed by:

- ▶ Line management: Head of Mission
- ▶ Close coordination with: Deputy HoM for Programs and the HoM Assistant

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Master in and International Relations, Political Science or similar.	Project Management Training in public health / Water, sanitation / Other... Financial Management Logistics...
PROFESSIONAL EXPERIENCE ▶ Humanitarian ▶ International ▶ Technical	1 year minimum; experience in safety management X X	Experience in a Middle Eastern Country
KNOWLEDGE AND SKILLS	Security Management Project Management Team Management Excellent skills in terms of external relationships	Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...)
LANGUAGES ▶ French ▶ English ▶ Arabic	X	X
SOFTWARE ▶ Pack Office ▶ Other (to be specified)	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- Ability to work independently while taking initiatives and showing a sense of responsibility
- Ability to live in a closed off environment
- Ability to withstand pressure
- Sense of diplomacy
- Analytical skills
- Capacity to adapt and showing organizational flexibility
- Organization, rigor and ability to meet deadlines
- Ability to work and manage affairs professionally and with maturity
- Ability to represent the activities and the mandate of PUI before local authorities
- Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- Strong listening and negotiation skills
- Good people and communication skills
- Ability to remain calm and level-headed

Other

- ▶ **Mobility:** Extensive travel may be required

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Salary package

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