

### Preliminary job information

<b>Job Title</b>	<b>AREA COORDINATOR, SOUTH YEMEN</b>
<b>Country &amp; Base of posting</b>	<b>Aden, Yemen</b>
<b>Reports to</b>	<b>Head of Mission</b>
<b>Creation / Replacement</b>	Creation
<b>Duration of Mission</b>	4 months renewable

### 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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

In Yemen, since mid-March 2015 the armed conflict has spread rapidly throughout much of the country, with devastating consequences for civilians. Almost five years of violence has led one of the world's poorest countries into chaos. The disruption of the commercial and humanitarian imports as well as of the market system, the displacement of populations, the loss of livelihoods and incomes, the damage on the private and public infrastructure and the general destabilization of the public system have contributed to the widespread of food insecurity, malnutrition and to a serious lack of access to health. Today, according to the Yemen Humanitarian Needs Overview (HNO, 2019), it is estimated that approximately 24.1 million people in Yemen, about 80% of the population, are in need of humanitarian support, including 14.3 million in acute need, while 19.7 million people in Yemen require assistance to ensure adequate access to healthcare.

#### PUI's history in the country and intervention strategy

PUI has been working in Yemen since 2007, by providing an integrated approach mainly focused on health and nutrition, coupled with food security and WASH activities, in order to combine an emergency response with a longer term community based approach.

At the time of writing, PUI operates in Al Mansuryah, As Sukhnah and Al Mighlaf Districts in Hodeidah Governorate and in Al Jabin District in Raymah Governorate in the North; moreover, in 2019 a base has been established in the South, in Al Mokha District, located in Taizz Governorate, supported by a small office in Aden.

#### HEALTH

In terms of health, PUI provides Primary Health Care services in different Health Facilities (HFs), both in Hodeidah, Raymah and Taizz Governorates, among which: Integrated Management of Childhood Illnesses (IMCI) and vaccination, reproductive health (Antenatal Care, Postnatal Care, Family Planning, HF and Home Delivery), medical curative consultations for all patients; health education/promotion at community level by Community Health Volunteers (CHVs).

#### NUTRITION

In terms of nutrition, PUI ensures the following: screening by CHVs at community level and by nurses at HF level in order to manage both cases of Moderate Acute Malnourished (MAM) of Children Under 5 (CU5) and Pregnant and Lactating Women (PLW) as well as Severe Acute Malnourished (SAM) CU5; distribution of Food Baskets (FB) to HHs with at least one SAM

case enrolled in Outpatient Therapeutic Program (OTP); Infant and Young Child Feeding (IYCF) promotion by midwives at HF level and by CHVs at community level.

Cases of SAM CU5 with complications are referred to Stabilization Centers (SC) either supported by PUI (One in Hodeidah Governorate and one in Raymah governorate) or by any other organization/institution. The children can therefore benefit from in-patient treatment, including the provision of 3 meals a day for their caretakers as well as the food basket distribution.

#### **FOOD SECURITY**

In terms of food security, PUI is mainly focusing on distribution of Food Baskets to households with at least one SAM case. In 2019, PUI was also involved in activities consisting in seeds, seedlings and tools distributions to beneficiaries in order for them to cultivate their own vegetable garden; this activity was accompanied by the delivery of sensitization sessions and training to improve the nutritional knowledge of the target population as well as their skills in home gardening in order to contribute to the fight against malnutrition.

#### **WASH**

In terms of WASH, PUI implements: hygiene promotion activities, through the delivery of hygiene kits to all SAM cases as well as awareness campaigns; water supply and sanitation, by supporting the health structures through the rehabilitation and improvement of water supply systems as well as by conducting beneficiary satisfaction surveys on WASH.

PUI also ensures coordination with other key stakeholders, through effective participation to clusters and sub-clusters (health, nutrition; food security and livelihoods; WASH) and by working closely with relevant government departments and local authorities.

#### **Configuration of the mission**

<b>BUDGET FORECAST for 2020</b>	<b>\$7,000,000</b>
<b>BASES</b>	<b>Sana'a (Coordination) • Hodeidah (Base) • Mokha (Base)</b>
<b>NUMBER OF EXPATRIATES</b>	11
<b>NUMBER OF NATIONAL STAFF</b>	90
<b>NUMBER OF CURRENT PROJECTS</b>	3 + 1 submitted
<b>MAIN PARTNERS</b>	ECHO, CDC, OFDA (submitted: WHO)
<b>ACTIVITY SECTORS</b>	Nutrition, Health, Food Security, WaSH in Health
<b>EXPATRIATE TEAM ON-SITE</b>	<p><b>Expatriates in Sana'a Coordination</b> HoM • DHoMP (open) • Log Coordinator • Health Coordinator • Admin Coordinator • Reporting &amp; Monitoring Manager</p> <p><b>Expatriates in Hodeidah Base</b> Field Coordinator • deputy Field Co (open) • Base Log • Base Admin (open)</p> <p><b>Expatriates in Mokha Base</b> Field Coordinator • Base Log/Admin (open) • Base Health PM</p> <p><b>Opening of a coordination in Aden</b> Area Coordinator (open)</p>

## Job Description

### Overall objective

The Area Coordinator is responsible for oversight of all programmes, operations, and safety and security of all staff under his/her area of responsibility. The Area Coordinator represents PUI to local stakeholders including authorities, donors, NGOs and other actors, monitors and analyses the humanitarian context and assesses needs accordingly in order to inform programmatic strategy.

### Tasks and Responsibilities

- ▶ **Assessment/Strategy:** He/She proactively monitors the context and humanitarian needs under his/her areas of responsibility, proposes, designs, and leads assessments and the development of appropriate interventions. He/She participates actively in the mission wide strategy development.
- ▶ **Representation:** He/She Represent PUI to partners, donors and duty bearers, and to promote an optimal operational space for pursuing PUI's strategic priorities in coordination with all relevant entities, especially government authorities in Aden.
- ▶ **Fundraising:** He/She assists the Head of Mission and Deputy Head of Mission Programmes in donor relations and identification of fundraising opportunities, especially in his/her area of responsibility.
- ▶ **Coordination/Programmes:** He/She is accountable for an adequate definition and efficient implementation of the projects and disseminates information from/to the area. He/She, alongside the Field Coordinator, ensures effective communication and dissemination of information between bases and with the Coordination as and when appropriate.
- ▶ **Safety & Security:** In collaboration with the Head of Mission, the Area Coordinator is responsible for the safety and security of all PUI staff, assets, and premises under his/her areas of operation.
- ▶ **Human Resources:** He/She indirectly supervises all the teams under his/her area of responsibility, composed of national and international staff and supports the Field Coordinator in recruitment, briefing and follow up where necessary.

### Specific Goals and Related Activities

#### 1. LEADS THE DEVELOPMENT STRATEGY AND ASSESMENTS

- ▶ He/She closely monitors the wider sociopolitical and humanitarian contexts and proposes assessments and new interventions accordingly, discussing them with the Deputy Head of Mission Programmes and Head of Mission.
- ▶ He/She leads the identification of needs on the basis of needs assessment's terms of references.
- ▶ 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 actively and centrally participates in the Strategy development exercise of the mission.

#### 2. REPRESENTATION AND NETWORKING

1. S/He represents the association locally amongst donors, NGOs, international organizations and national government and local authorities and reports representation action to the Head of Mission in his/her periodical report.
2. 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 in collaboration with the Field coordinator.
3. In the event of visits from Donors, he/she participates in the organization and implementation of the visit.
4. S/He participates in important coordination meetings and is an active member of these meetings.
5. S/He is responsible for communication in general and more specifically with the media.
6. S/He may be called to travel within the country to meet PUI's partners

#### 3. FUNDRAISING AND GRANTS MANAGEMENT (In close collaboration with the Deputy HoM Programmes)

- ▶ Develop networks and partnerships with donors, and others types of fund raising within the country.
- ▶ Keep abreast of the trends within the donor environment in the Country.
- ▶ Undertake diversified local and international fundraising initiatives to strengthen programme funding and sustainability.
- ▶ Supervise the coordination of the production of good quality funding proposals and respond to call for proposals.
- ▶ Facilitate donor visits, donor meetings, round table discussions and evaluations as necessary.
- ▶ Be aware of all donors conditionality in the fields of activity and monitor adherence to donors conditionality.

#### 4. COORDINATION AND PROGRAMMES

- ▶ He/She centralizes and disseminates information from/to the area and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the Coordination.

- ▶ He/She, alongside the Field Coordinator, ensures effective communication and dissemination of information between bases including the Coordination as and when appropriate.
- ▶ He/She is an active member and participant of the country Coordination team, ensuring attendance to weekly Coordination Meetings and ad hoc Strategic Coordination Meetings.
- ▶ He/She is accountable for an adequate definition and efficient implementation of the projects which are under the responsibility of the Field Coordinator at base level.

#### **5. ENSURE THE SAFETY OF PROPERTY AND PEOPLE IN HIS/HER AREA OF RESPONSIBILITY**

- ▶ He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriates and national staff members).
- ▶ He/She participate in the assessment process in case of new intervention areas closely with the Field Coordinator.
- ▶ 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.

#### **6. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF**

- ▶ He/She indirectly supervises all national and international staff members in base under his/her responsibility.
- ▶ The Area Coordinator will mainly supervise one Field Coordinator (expatriate based in Mokha) and 1 liaison officer (national), 1 logistic officer (national) , 1 administration officer based in Aden (to be confirmed upon available funding).
- ▶ He/She works closely with the Field Coordinator who will guide the work of the managers at base level, tracks the realization of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ He/She participates in the hiring process of staff under his/her direct supervision, as well as in any decision related to the termination of employment contracts
- ▶ He/She ensures compliance with the Internal Rules of Procedures of PUI
- ▶ He/She makes sure that staff under his/her direct supervision are subject to a written evaluation at least once per year.
- ▶ He/She completes training programs for national staff members (organizational support, methodology, technical support as the case may be organization of training sessions...).
- ▶ He/She prepares the job profiles of staff under his/her immediate supervision.
- ▶ He/She updates the organizational chart of his/her area of responsibility, and has it endorsed by the Head of Mission.
- ▶ 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.

#### **Focus on 3 priority activities related to the context of the mission**

While PUI has opened in 2019 an operational base in Al Mokha, Taizz governorate, the NGO wishes to better support and develop further its operations in the southern part of Yemen. The Area Coordinator will be the first permanent international staff based in Aden, ensuring a strong liaison with other stakeholders at regional level, and informing, coordinating and supporting operations in Al Mokha, with the following priorities:

1. Ensuring regular and effective relationships with all stakeholders and particularly with local authorities to facilitate implementation and development of programs.
2. Monitoring of the wider sociopolitical and humanitarian contexts in order to contribute to the overall security analysis and protocols in Southern Yemen and proposes assessments and new interventions
3. Ensuring the continuous improvement of implemented activities quality and capacity building for PUI staff.

#### **Team Management**

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

- ▶ Direct management: 4
- ▶ Field Coordinator Mokha, Liaison Officer, Logistic Manager

This position is managed by the Head of Mission.

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in social science, politics science, program management, international development preferred</li> <li>Security and safety management</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>At least 4 years of experience in projects development/implementation;</li> <li>Strong experience in Budget/Finance Management (cost-efficiency);</li> <li>Strong experience of managing logistical processes;</li> <li>Experience working with a variety of donors;</li> <li>Experience in Safety Management</li> <li>Skills and experience in developing of national staff capacity;</li> </ul>	<ul style="list-style-type: none"> <li>Head of base/program coordinator experience</li> <li>Experience with qualitative and quantitative data collection and analysis methodologies required;</li> <li>Extensive training skills and experience building national staff capacity;</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent writing skills</li> <li>Team Management</li> <li>Project Management skills</li> <li>Team Management</li> <li>Ability to represent PUI as per the recommendations of the HoM and ensure an efficient and proactive coordination with other actors.</li> <li>Knowledge of Health programming</li> <li>Security management and context follow-up</li> <li>Excellent writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of procedures related to institutional donors (OFDA, ECHO, UN agencies ...)</li> <li>Knowledge of nutrition, MHPSS, FSL and WASH programming.</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>English</li> <li>Arabic</li> </ul>	X	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>Pack Office</li> <li>Other (specify)</li> </ul>	X	Saga

### 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 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
- Commitment to humanitarian principles
- Sense of humor

**Mobility:** The Area Coordinator will be based in Aden though required to travel within the country (including to Sana'a, PUI Yemen's Coordination office) and especially to Mokha, the base under his/her area of responsibility.

## Proposed terms

### Status

- ▶ **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** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** « Per diem »
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months + break allowance if pending visa, 5 working days at 2, 4, 8 and 10 months if in-country
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months