

Preliminary Job Information

Job Title	DEPUTY HEAD OF MISSION FOR PROGRAMS
Country and Base	LIBYA BASED IN TUNIS (TUNISIA)
Reports to	HEAD OF MISSION
Duration of Mission	6 months
Expected date of Arrival	01/11/2020

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 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 21 countries – in Africa, Asia, Middle East, and Europe. PUI Libya mission started implementing operations in East (Benghazi and Alkufra) 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 **Fayez 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:

In 2020, the humanitarian situation in Libya is increasingly complex. The protracted nature of the conflict severely impacts on people's wellbeing and livelihoods. Political stalemate has resulted in a governance vacuum, and coupled with widespread violence and insecurity, including direct attacks on public infrastructures, including health care infrastructures, and have disrupted the economy and public service delivery across the country. Furthermore, spikes in violence, such as the escalation of conflict in Tripoli since April 2019 and clashes in Murzuq in August 2019, have resulted in increased civilian casualties and further displacement (HNO, 2020).

Across the country, over 301,000 Libyans remain displaced, including 128,000 people due to the Tripoli conflict, reversing the declining trend in displacement. As displacement has increased, so has the number of Libyans who are returning to their homes, around 447,000 people. Living conditions, including access to clean drinking water (36% of HHs report limited access to sufficient water), medical services (22% of PHFs are closed, 33% of PHFs lack of essential medicines), and safe housing (around 4,000 IDPs are in need of shelter) have all degraded due to the protracted situation in the country, particularly for women and children (HNO, 2020).

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, 2020).

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 are deployed in 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. To date, the mission is implementing 4 projects funding by AICS, EU, ECHO/SDC and UNHCR.

- **Title:** Libya Equal Access and Development for Recovery: enhancing access to health services (AICS) in Al Kufra and Benghazi
- **Title:** Life-saving assistance to PoC in detention centres and Assistance to Internally Displaced Persons in East of Libya (UNHCR) in Benghazi
- **Title:** Evidence based NCD Care: A Model for PHC in Libya (EU) in Benghazi
- **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.

BUDGET FORECAST	4 000 000 EUR
BASES	COORDINATION IN TUNIS (TUNISIA), OPERATIONAL BASE IN BENGHAZI AND IN KUFRA (LIBYA).
NUMBER OF EXPATRIATES	11 (HOM, DHOMP, Med Co, Prot Co, BNR Co, MEAL Co, MHPSS TA, Admin Co, Log Co, Field Co Al Kufra, Field Co Benghazi)
NUMBER OF NATIONAL STAFF	80
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	AICS + ECHO/SDC + UNHCR + EU Delegation
ACTIVITY SECTORS	Health, Protection and MHPSS, Rehabilitation & Early Recovery
EXPATRIATE TEAM ON-SITE	All expats staff are currently based in Tunis, due to access restrictions in Libya.

Job Description

Overall objective

The Deputy Head of Mission – Program ensures the effective, efficient implementation of all activities from a comprehensive project cycle management perspective (identification of needs, proposal making, planning, implementation, monitoring, reporting and communication). He/She supports the HoM in representation activities linked to programs.

Tasks and responsibilities

- ▶ **Programs:** S/he coordinates teams and ensures efficient implementation of programs, monitors needs and proposes readjustments of the interventions to the Head of Mission if needed. He/She supervises the Communication department.
- ▶ **Development/Strategy:** S/he leads the needs and gaps analysis, and suggests new operations according to the needs identified in direct coordination with the Field and Technical Coordinators
- ▶ **Human resources:** S/he manages directly the technical coordination team and ensures that the field program team are properly supported by them.
- ▶ **Representation and Coordination:** S/he assists the Head of Mission in representing the organization to partners, donors and various authorities. S/he assists the Head of Mission in effectively circulating information between headquarters and the field, and ensures compliance with deadlines.
- ▶ **Logistic, administrative, and financial monitoring:** S/he ensures that personnel, financial and logistical resources are meeting needs.

Specific objectives and linked activities

1. ENSURE EFFECTIVE AND TIMELY IMPLEMENTATION OF PROGRAMS

- ▶ S/he ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule)

<p>of activities, budget monitoring, contractual report ect.) and reports to the Head of Mission.</p> <ul style="list-style-type: none"> ▶ S/he alerts the Head of Mission in cases where discrepancies in the execution of programs would be identified and proposes adjustments (at the level of activities, intervention area, budget, implementation schedule, etc.) ▶ S/he ensures a continuous and sound needs analysis, ensuring that PUI technical strategy adequately responds to them. ▶ S/he/He ensures the integration of core humanitarian principles throughout the project cycle management, by ensuring that the appropriate structures, capacities, methodologies and processes are in place within the programs department. ▶ S/he ensures that the technical coordination team contributes to PUI's expertise in the different intervention sectors, by analyzing and systematically building on lessons learnt, good practices and recommendations issues from monitoring and evaluation. ▶ S/he ensures the development of an integrated approaches responding to the needs of the population mainstreaming cross-cutting themes. ▶ S/he ensures the development and the implementation of the Communication strategy of the mission.
<p>2. LEADING THE TECHNICAL DEVELOPMENT PROCESS AND SUPPORT STRATEGY DEVELOPMENT</p> <ul style="list-style-type: none"> ▶ She/He provides a needs and gaps analysis of humanitarian situation in the country ▶ She/He monitors humanitarian needs assessments and proposes new interventions to the Head of Mission. ▶ She/He assists the Head of Mission in preparing mission strategy, through the facilitation of a consultative process, including the technical team within the coordination office and the operational bases. ▶ She/He is responsible for methodology validation in the need assessments. ▶ In collaboration with the HoM, HQ and the technical team, she/he leads processes including technical innovations, specific analysis and researches which enhance the technical expertise and positioning of PUI in the country.
<p>3. SUPERVISING AND MANAGING COORDINATION PROGRAM TEAMS</p> <ul style="list-style-type: none"> ▶ She/He defines, with each direct report, individual action plan for reaching defined goals. ▶ She/He ensures a good communication between and among each member of her/hir team through regular coordination meetings (or other if needed). ▶ She/He writes and authorizes job descriptions for validation (for her/his direct reports). She/He develops and carries out recruitment and selection testing and interviews. ▶ She/He contributes to interpersonal issues as necessary and mediates potential conflicts in her/his team. ▶ She/He participates in making a decision to end the contract of the members of her/hir team. ▶ She/He ensures and/or supervises the continued training of the local and international members of her/his team (organizational, methodological, and potentially technical, support), participates in the identification of training needs and recommends training action internally or externally. ▶ She/He proposes relevant needed adaptation to the organizational chart of the mission and contributes to its implementation (job descriptions, etc.), in collaboration with the HQ Head of Programs and the Head of Mission
<p>4. ASSIST HEAD OF MISSION IN INTERNAL AND EXTERNAL COORDINATION</p> <ul style="list-style-type: none"> ▶ She/He prepares SitRep and external reports and submits them for confirmation to the Head of Mission by complying with internal confirmation deadlines and external contracts expiration dates (project reports). ▶ At the request of the Head of Mission, she/he represents the organization to donors, NGOs, International Organizations and local authorities, and reports interview findings to the HOM. ▶ At the request of the Head of Mission, he/she participates as an active member in external coordination meetings
<p>5. MAKING SURE PROCEDURES ARE RESPECTED AND FACILITATING THE LOGISTICS, ADMINISTRATIVE AND FINANCIAL MONITORING OF HIS/HER OPERATION AREA</p> <ul style="list-style-type: none"> ▶ She/He makes sure that logistical, administrative and financial procedures are established and alerts the HoM and support coordinators if gaps are observed in order that corrective action may be taken. ▶ She/He ensures (in link with Support Coordinators) that program teams at all levels within the mission benefit from appropriate overall means.
<p>Focus on the 3 priority activities relative to the context of the mission</p>
<ol style="list-style-type: none"> 1. Proposal Development and representation: In collaboration with the HoM, she/he leads the development and submit high-quality, high-impact, and cost-efficient proposals for new and continued interventions in line with the PUI Libyan Country Strategy. She/He supports HoM in presenting PUI approach and programs to potential donors and partners. 2. Provide support, guidance, and capacity building to the technical staffs, particularly on soft skills and external coordination. 3. Monitoring ongoing activity, leading the improvement thereof, and contributing lessons learned and contextual awareness into improved humanitarian response.
<p>Team management</p>
<p>Number of people to manage and their position:</p> <ul style="list-style-type: none"> ▶ Direct management : 6 (Health Coordinator, Protection Coordinator, Basic Needs Response Coordinator, MEAL Coordinator, MHPSS Technical Advisor, Grants and Communication Manager)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Master's Degree in related field ▶ Project cycle management ▶ Results Based Management ▶ Monitoring Evaluation Accountability & Learning (MEAL) 	<ul style="list-style-type: none"> ▶ Training in public health / WaSH / Other ▶ Financial management ▶ Human Resources Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 3 years experience at coordination level of humanitarian projects, ▶ Successful experience in team management and the management of multisectorial programs (integrated approach) ▶ Experience in dealing with various type of stakeholders (CBOs, UN agencies, INGOs, LNGOs, authorities) ▶ Project evaluation experience 	<ul style="list-style-type: none"> ▶ Experience with PUI ▶ Experience in assessing needs
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent editorial quality ▶ Excellent english writing skills ▶ Demonstrated success in program development ▶ In-depth knowledge of donors (ECHO, UN agencies, etc.) ▶ Knowledge of project management 	<ul style="list-style-type: none"> ▶ Ability to work in insecure situations ▶ Team management.
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	English Compulsory	Arabic and French are a plus but not mandatory
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	Advanced excel and database skills

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

- ▶ Leadership and ability to make decisions
- ▶ Ability to be assertive, when necessary
- ▶ Ability to analyze (judgment, practicality) and to synthesize
- ▶ Ability to adapt
- ▶ Organization, discipline, and compliance with deadlines
- ▶ Outstanding ability to listen and negotiate
- ▶ Good interpersonal and communication skills
- ▶ Calm and composed
- ▶ Ability to work under stress in general, and in emergency situations in particular

Conditions

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** collective or private accommodation in Tunis
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 months
- ▶ **PAID LEAVE POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months