

## Preliminary Job Information

<b>Job Title</b>	<b>HR COORDINATOR</b>
<b>Country and Base of posting</b>	<b>AFGHANISTAN, BASED IN KABUL</b>
<b>Reports to</b>	<b>HEAD OF MISSION</b>
<b>Creation/Replacement</b>	Creation
<b>Duration of Mission</b>	3 months with the possibility of extension

## 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.

Afghan mission is the oldest PUI mission, with the first medical intervention launched in 1979 just after the Soviet Invasion. Since then, the country has mostly been in conflict, causing mass casualties and massive movements of population, within or out of the country. In 2017, 438,000 people have been internally displaced (bringing the total number of displaced people to 1.7 million) and there has been an influx of more than 550,000 afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities who are already strained by the conflict.

The achievements realized by the international community following the post-2001 intervention are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from protracted to an active one. Many Armed Opposition Groups (AOGs) are threatening the Government of Afghanistan, struggling to impose its vision of development, despite continuous extended military, financial and political support, nationally and internationally.

Insecurity, economic concerns, governance issues and increased pressure on the delivery of services are pushing many Afghans to risk their lives fleeing to Europe, as they fear for their lives in Afghanistan. Afghan refugees represent the third largest refugee group worldwide and the second largest contingent of asylum seekers to the EU.

In this scenario, with elevated pressure on aid actors, the capacity to deliver aid to the most in need in remote areas is extremely challenging. Access on the field is difficult in Afghanistan, especially in some province in the Eastern Region. The humanitarian crisis is looming as actors are overstretched and resources oriented to other crises. A high capacity to deliver aid is then required in such a complex environment where humanitarian needs are huge.

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

PUI's strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations. PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon. Since the beginning of 2013, PUI in Afghanistan is intervening on emergency preparedness and medical activities for conflict-affected populations. With constant increasing of civilian casualties from January 2014 to December 2017 (around 10,000 documented during the year 2017), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to address displaced population needs.

Due to the violent recent history of the country and the constantly increasing number of security incidents in the country, PUI is developing an advocacy plan for development of PFA/PSS (psychosocial support) in the country, in order to support the development of such activity countrywide.

**The main programmatic objectives of the mission for 2018 and 2019 are:**

PUI will continue its emergency interventions in Kunar and Nangarhar provinces as well as expanding in the whole Eastern Region to procure live-saving assistance to people whose needs are the most urgent. The reduction of the malnutrition in Kunar by the implementation of targeted supplementary feeding program still constitutes a priority for PUI teams. With the presence of a PFA/PSS advisor and the implementation of Mental Health interventions, PUI keeps developing the MHPSS component in its mission. Finally, PUI is BPHS implementer in Kunar until at least end of 2018 and aims at remaining the main implementer in this province for the coming years.

**HISTORY OF THE MISSION AND CURRENT PROGRAMS**

Prior to Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1979 for health programs. It is to be noted that PUI remains to be called PUI in Afghanistan. Currently, the organization is running the following programs:

**BPHS Project in Kunar province:**

Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. Currently, PUI implements the BPHS in Kunar, running in total 60 health facilities and employing more than 600 health and support staff.

**Emergency life-saving intervention in Kunar and Nangarhar provinces:**

This program, mainly funded by ECHO and CHF, started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context, PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 4 decades with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed. This can be explained by the overall destruction of the Health system after the soviet invasion, and the high number of challenges linked with the rebuilding enterprise throughout BPHS and EPHS services.

As the BPHS implementer in Kunar Province, PUI is running 60 health Facilities to provide Basic Primary Healthcare services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well. Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project, the provision of Psycho-social First Aid/ psychosocial support.

PUI keeps a rapid response capacity in provinces where it doesn't have any presence, through collaboration with other NGOs and BPHS/EPHS implementers, in case of a large displacement.

**Nutrition programmes in Kunar province:**

While Chronic Malnutrition is a major health public issue at national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI receives the support of WFP and UNICEF for the implementation of an Integrated Management of Acute Malnutrition program covering the whole province of Kunar where SAM and GAM rates are above the alert threshold.

**Establishment of additional Health Centers in Kunar Province:**

To balance the increasing issue of mobility of its teams, and to cover white areas where the population does not have access to health care, PUI is establishing health centers in Kunar province: after the rehabilitation of the buildings, the recruitment of the staff, essential primary health care services are being delivered.

**Fighting Malaria in Kunar Province:**

PUI is implementing a project under UNDP's umbrella to fight Malaria in Afghanistan, by managing existing cases and by controlling the vector through mass campaign distribution of LLINs and continuous distribution to pregnant women.

**Configuration of the mission**

<b>BUDGET FORECAST 2018/2019</b>	<b>8 MILLION EUROS</b>
<b>BASES</b>	<b>KABUL, ASADABAD (KUNAR), JALALABAD (NANGHAHAR)</b>
<b>NUMBER OF EXPATRIATES</b>	9 to 12
<b>NUMBER OF NATIONAL STAFF</b>	840 (including health facility staff)
<b>NUMBER OF CURRENT PROJECTS</b>	Between 6 and 8
<b>MAIN PARTNERS</b>	MoPH of Afghanistan, ECHO, CHF, WFP, UNICEF, UNDP
<b>ACTIVITY SECTORS</b>	Health, Nutrition, WASH in health, Protection, Multi-Purpose Cash Assistance

EXPATRIATE TEAM ON-SITE	1 HoM – 1 Deputy HoM Programs – 1 Health Coordinator – 1 Finance Coordinator – 1 Logistics Coordinator – 1 HR Coordinator – 1 Grants Officer – 1 Field Coordinator – 1 Area Admin manager – 1 Project Manager – 1 MHPSS Advisor – 1 Pharmacist Advisor
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## Job Description

### Overall objective

Under the supervision of the Head of Mission, the HR Coordinator works in close collaboration with the whole coordination team to:

- ▶ 1. Finalize and implement the Human Resources policy in accordance with the PUI strategy and Afghan labor law
- ▶ 2. Review and standardize HR procedures, tools and templates
- ▶ 3. Support the administration departments in the bases with any HR matters
- ▶ 4. Manage administrative issues from Kabul office (official letters, meetings, registrations, residency, visas...)

### Tasks and Responsibilities

As direct responsible for all HR matters, the overall objective of the HR Coordinator is to ensure the good management of local human resources for the mission including by reviewing the existing procedures, tools and documents to ensure transparency and fairness, based on an internal diagnosis, in particular:

- **HR Policy definition and application:** According to the mission strategy, S/he leads the development of PUI's HR policy in the mission in accordance with the country of operation's relevant legal framework (including fiscal aspects) and the organization's policies and guidelines (including antifraud, protection, abuse prevention, etc.)
- **Administrative management and processes:** S/he oversees and acts as ultimate reference in the administrative management of national teams as a whole (recruitment, pay, monitoring, appraisal, training, end of contract, filing, etc.), with a specific and strong support in regards with the payroll system and tools.
- **Remuneration package:** After the implementation of a new salary grid in 2017, a follow-up and update need to be done in order to set salaries that make PUI more competitive to attract and retain staff. At the same time, the remuneration package needs to include the statutory constraints in terms of payment of the pension.
- **Recruitment process and tools:** Given the age of the mission and the security context, the recruitment procedures and tools need to be reshaped in order to ensure a transparent, fair and competence-based recruitment system.

### Specific objectives and linked activities

#### 1. ENSURE THE DEFINITION, REVIEW, ROLLING-OUT AND CONTROL OF PUI'S HR POLICIES

- S/he produces and proposes updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
- S/he guarantees the application of PUI HR strategy and policies, once validated by the Head of Mission and Headquarters, and, consequently monitors that the rules and procedures are known, understood, and applied by all team leaders, and that the team leaders have all the tools required for their application.
- Along with the Head of Mission and designated focal points on the mission, S/he ensures that the institutional Policies against Sexual Exploitation and Abuse, and for Child Protection are known, understood and applied by all employees at all time. S/he is responsible for implementing an appropriate and effective whistleblowing mechanism.
- In particular, S/he participates in the production and/or updating of the internal rules and procedures and is responsible for their correct application. S/he also ensures that the HR documents are accessible to all employees in the country, including through translation into the local languages.
- S/he continuously oversees and controls the implementation of the HR policies, procedures and tools, watches for any modifications or updates needed and provides alerts and recommendations based on his/her observations. S/he also ensures an ongoing assessment of the procedures and tools including by collecting feedbacks.

#### 2. PROVIDE ADMINISTRATIVE MANAGEMENT AND FACILITATE CAREER MANAGEMENT

- S/he defines the recruitment process and tools (recruitment follow-up, shortlisting guidelines and tools, standard test and interview forms, recruitment analysis table/scoring grid, reference check form, etc) and supervises the organization of recruitments (request, test, interview, offer).
- S/he participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions. S/he establishes personnel work contracts.
- S/he ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
- S/he defines the procedures and gives necessary support for integration of new employees.
- S/he ensures regular reviews of the remuneration package (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) based on external benchmarking in the

country, and ensures their equal implementation, once validated by the Head of Mission and Headquarters. S/he produces a formal detailed salary grid accordingly.

- S/he supervises pay operations including elaboration of a functional payroll tool. S/he supports the validation of monthly payrolls and monitoring of all kind of absences. S/he ensures the proper validation of all promotions and pay increases.
- S/he monitors the smooth running of the appraisal system for all the employees of the mission. S/he reviews the existing guidelines and tools, provides trainings to the managers and officers and ensures fair and effective employee evaluations on a regular basis.
- In close cooperation with the managers, S/he identifies training needs, follows up on capacity building and professional development of the employee. Within the financial and strategic limitations of the mission, S/he coordinates the organization of internal and external trainings accordingly.
- S/he responds to requests from team leaders, advises them and accompanies them where necessary.

### **3. SUPPORT TO THE ORGANIZATION OF WORK**

- S/he participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- S/he elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field. S/he participates in the elaboration of standard job descriptions and validates them according to the classification grid.
- S/he participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.

### **4. MANAGEMENT OF HR-RELATED RISKS**

- In close collaboration with the Finance Coordinator and with proper consideration of budgetary constraints, S/he monitors salary costs, carries out financial projections, anticipates and provides alerts when necessary.
- S/he ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary. S/he is the focal point with any legal advisor when required to ensure the respect with the Afghan laws and regulations.
- S/he is responsible for defining and implementing appropriate work conditions, in particular concerning health, well-being and safety rules.
- S/he anticipates and prevents conflicts and participates in crisis management where necessary. To that extent, S/he defines, implements and monitors a staff complaint, conflict resolution and personnel representation system for labor claims, sensitive HR complaints and overall staff satisfaction.
- S/he is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- S/he is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.

### **5. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON HR ISSUES**

- S/he ensures efficient flow of information to field teams, the capital and headquarters.
- S/he drafts or participates in the drafting of reports on internal operations in all HR matters and issues of the mission.
- S/he ensures HR coordination at the mission level through regular visits to bases, controls, monitoring, training, etc.
- Externally, s/he represents PUI with the relevant national and local authorities.
- S/he also develops and maintains relationships with partner entities, particularly in the context of NGO coordination.

### **6. SUPERVISE AND MANAGE HR TEAMS**

- S/he oversees the entire HR team, directly or indirectly. S/he updates the organization chart of the HR team and writes or validates job descriptions and performs or delegates assessment interviews.
- S/he leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.
- S/he participates in the recruitment of HR team members.
- S/he ensures and/or supervises ongoing training in procedures and PUI tools for national and international members of the HR team, in the capital and on bases.
- S/he ensures that the updated tools approved by HQ are being used in the field and that trainings are conducted if needed.
- S/he supports the Field Coordinator and Admin Manager in the performance of their HR activities, in a functional, not hierarchical, relationship.
- S/he develops the action plan for the HR department according to the objectives defined in the mission's strategy.

### **Prioritization of 5 activities relative to mission environment**

- ▶ Overall review of the recruitment procedures and tools
- ▶ In-depth review of the payroll tool
- ▶ Finalization of the HR national policy
- ▶ Review of the salary grid through benchmarking taking into consideration the constraints linked to the monthly payment of regular and backlog of pension
- ▶ Review of appraisal system and tools with training of the managers / officers

## Team supervision

Number of persons to manage and their position (all national staff):

- ▶ Direct management (Kabul): 1 National HR Manager
- ▶ Indirect management (Kabul): 1 HR Officer + 1 Liaison/Recruitment Officer
- ▶ Functional management (Jalalabad + Asadabad): 1 Field HR Manager + 2 Field HR Officer + 1 Field HR Assistant

This position is managed by:

- ▶ Line management: Head of Mission

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Bachelor/Master degree in HR management or other relevant qualification	- Project management
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<p>At least 2 years</p> <p>X</p> <p>At least 2 years</p>	<ul style="list-style-type: none"> <li>- Previous experience in HR or administration related positions at coordination level.</li> <li>- Capacity building and staff training</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>-Team management</li> <li>-Capacity building</li> </ul>	<p>Labor law</p> <p>Recruitment</p> <p>Capacity building / staff development</p> <p>Administrative management</p> <p>Database salary management</p>
<b>LANGUAGES</b>		
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Arabic</li> </ul>	X	X
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Pack Office (excel)</li> <li>▶ Other (please specify)</li> </ul>	X	

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

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Resilience to stress
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organization and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

### Other

- ▶ Mobility: Extensive travel may be required within Iraq, with the possibility of regional travelling.

## Conditions

### Status

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

### Compensation

- ▶ **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 at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months