

JOB DESCRIPTION

Preliminary job information

Job Title	DEPUTY FIELD COORDINATOR
Country and Base of posting	YEMEN, HODEIDAH
Reports to	FIELD COORDINATOR
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 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.

The armed conflict has spread rapidly throughout much of Yemen since mid-March 2015, with devastating consequences for civilians. More than four 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 strategy/position in the country

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.

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 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 has been involved in activities consisting in seeds, seedlings and tools distributions to beneficiaries in order for them to cultivate their own vegetable garden; this activity is 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

BUDGET ESTIMATE 2020	7 MILLION EUROS
BASES	SANA'A (COORDINATION OFFICE) HODEIDAH AND MOKHA (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	80
NUMBER OF CURRENT GRANTS	3
MAIN PARTNERS	ECHO, OFDA, CDC
ACTIVITY SECTORS	Nutrition, Health, Food Security, WASH
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: Head of Mission, Deputy Head of Mission, Log Coordinator, Admin/Fin Coordinator, Medical Coordinator, Medical Advisor, Grants and MEAL manager Expatriates in Hodeidah: Field Coordinator, Deputy Field Co, Base Logistician. Expatriates in Mokha: Field Coordinator, Base Admin/Log

Job Description

Overall objective

The Deputy Field Coordinator ensures the smooth implementation of PUI's programs in Hodeidah and Raymah governorates in line with proposal requirements and in compliance with PUI procedures. He/She will focus on project implementation and monitoring, reporting and team management as well as to develop capacities of his/her staff in non-medical skills. He/She is also responsible for representation on technical topics in meetings with humanitarian stakeholders at local level and in charge of proper reporting to the donors supporting the programs.

Specific objectives

Under the supervision and line management of the Field Coordinator, the Deputy Field Coordinator (DFC) for Programs is responsible at base level for the direct supervision of the project and activity managers in charge of implementing the different projects within the targeted areas.

- ▶ **Programs and MEAL:** He/She coordinates the project teams and ensures the operational and qualitative aspects of the programs 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
- ▶ **HR management and capacity building:** He/She is the direct line manager of the Project Managers and Activity Managers in Hodeidah and will ensure that appropriate support and capacity building is brought to all senior managers of the programs.
- ▶ **Logistics and Administration:** He/She will oversee the logistic and administrative duties of the projects with the support of the Logistic and Admin Departments.
- ▶ **Representation:** He/She participates in the technical forums (sub-clusters) at local level
- ▶ **Safety and Security:** He/She will support the Field Co to ensure that safety and security rules are observed by the field team

Specific objectives and related tasks

1. PROGRAMS SUPERVISION AND OPERATIONAL DEVELOPEMENT AT FIELD LEVEL

IMPLEMENTATION

- ▶ He/she guides all the Managers under his/her direct responsibility in planning and achieving project objectives and makes sure they guarantee the quality of the work done and respect reporting and implementation timelines. In the event of major delay in the implementation of any project(s). S/he shall immediately inform his/her line manager and propose remedial action.
- ▶ S/he shall ensure the smooth running of activities for which s/he is responsible and supervise compliance with objectives set out in project proposal(s). In particular S/he shall monitor the specified indicators, report to his/her line and functional managers, signal any difficulty encountered in implementation and propose improvements or refocusing if necessary.
- ▶ He/she provides regular updates on the program implementation and performance to the Field Coordinator and make sure that project management tools (PMT, Work Plan) are properly filled and shared with his/her line and functional managers.
- ▶ He/She monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams and makes sure that technical guidelines validated at coordination level are well implemented by project teams.

- ▶ He/She supports the Project Manager and Activity Managers in the analysis of budget follow-ups and supports in monthly reviews of Financial Follow Up (FFU) process when requested
- ▶ He/She identifies, assesses and analyzes needs with the Project Managers and Activity Managers and the field teams and makes suggestions and recommendations to the Field Coordinator, Head of Mission and Deputy Head of Mission to improve the quality of activities.
- ▶ He/She works closely with the Field Coordinator and Health and Nutrition Coordinator 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.).

MEAL

- ▶ He/She shall ensure the implementation of MEAL activities according to needs identified by the project(s) and with support and guidance from the Meal & Reporting Manager in Sana'a.
- ▶ He/She collaborates with the Field Coordinator and the Meal & Reporting Manager 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.
- ▶ He/She shall participate in the Learning activity of the mission and the institutional enforcement of the organisation in accordance with needs and resources available for such tasks (provision of trainings to teams, drafting of Activity Forms, conduction of workshops etc.)
- ▶ He/She shall contribute to the accountability policy of the mission with the support from the MEAL & Reporting Manager in regard to both the staff and the beneficiaries (CRM activities)
- ▶ He/She ensure the proper archiving of the program documentation.

REPORTING

- ▶ S/he shall send internal and external reports to his/her line and functional managers, complying with internal validation timescales (SitRep) and external contractual schedules (project reports)
- ▶ He/She supports the Project Manager and Activity Managers to develop appropriate reporting tools and submit them on a regular basis
- ▶ He/She participates in the preparation of intermediate and final reports to the donors (the task will be shared with the Grants Officer and the Project Manager / Activity Managers according to their capacities and time available)

2. MANAGEMENT AND CAPACITY BUILDING OF PROJECT TEAMS AT FIELD LEVEL

- ▶ He/She is the direct line manager of Project Managers and Activity Managers
- ▶ He/She shall execute the administrative tasks related to administrative management: follow up and planning of leaves and teams, per diem requests, sensitization and compliance with PUI staff regulations and HR policies (Anti-fraud, Child protection and Prevention of sexual abuse and exploitation policies)
- ▶ He/She participates in the briefing of Project/Activity Managers, and participates in the recruitment of other key project staff
- ▶ S/he shall ensure that a written evaluation is made for each staff, at least once per contract and per year and, as a minimum, before they leave their position.
- ▶ S/he shall design and implement a capacity building plan for the management staff (PMs) of his/her team to improve overall project management capacity (organisational & methodological skills, reporting capacity, humanitarian systems understanding, management of staff)
- ▶ S/he shall set up specific good practices, coordination and work organisation procedures for his/her team and organise its supervision to make sure communication flow and PUI processes are enforced and respected.

3. ENSURE LOGISTICAL AND FINANCIAL MONITORING OF BASE PROGRAMS

LOGISTIC

- ➔ S/he shall, in coordination with his/her team, be responsible for procurement of program needs (sizing and planning needs, requesting procurement, operational follow up)
- ➔ With support from his/her team, s/he shall provide monthly and weekly Movement Plan to the Logistic Department, to express his/her vehicle and communications equipment requirements for programme implementation.
- ➔ S/he shall send his/her programme needs to the Logistic Department according to available budgets. S/he shall ensure that such requests are realistic with regard to supply timescales by taking into account the mission's time and logistics constraints, as well as programme-specific procurement procedures
- ➔ S/he shall contribute to organise the logistics aspect of his/her programmes (delivery, distribution, storage on site etc.), in coordination with the Logistic Department and with support from the Field Coordinator.

FINANCE

- ➔ S/he shall ensure the availability up-to-date budgetary monitoring for the programme(s) for which s/he is responsible and s/he shall participate in its analysis, identify any discrepancies, under or over consumption and suggest adjustments to the Field Coordinator. In addition, s/he should take part in monthly financial follow up meeting with the Base Admin.
- ➔ S/he shall provide the Base Admin with all information required to produce the cash forecast for his/her programme(s).
- ➔ S/he shall manage the budgets lines of the projects for which s/he is responsible for (procurement & OFU)

4. REPRESENTATION AT FIELD LEVEL <ul style="list-style-type: none"> ▶ In coordination with the Field Coordinator, s/he should make sure that the sub-cluster and cluster meetings (in arabic) are attended by his/her staff and that a proper reporting is made, compiled and sent to Field Coordinator and Health Coordinator. ▶ S/he shall ensure that cluster reporting requirement (data and activities) is done and then internally shared with Health Coordinator for external dissemination. ▶ In the event of an visit/audit by a donor and in coordination with the Field Coordinator, he/she shall actively participate in preparing the visit. ▶ Upon needs or requests, s/he shall represent the organisation to local stockholders and shall ensure the maintenance of good relations with them (observing the principles of PUI's neutrality and independence).
5. CONTRIBUTE TO SAFETY AND SECURITY OF GOODS AND PEOPLE <ul style="list-style-type: none"> ▶ With support from Field Coordinator, s/he shall ensure that the team for which S/he is responsible knows the safety and security plan and that the safety and security rules are observed. ▶ S/he shall contribute to the collection of information about safety and security in the area of intervention and send them to the Field Coordinator on a regular basis or, in case of an emergency, on ad hoc basis. ▶ S/he shall ensure that the project(s)', methodology, selection criteria and implementation do not endanger the aid recipients, members of PUI or any other person. S/he shall, without delay, warn the Field Coordinator in the event of teams or aid recipients being endangered
Priorities for the next months <ul style="list-style-type: none"> ▶ Focus on the project monitoring tools that have recently been designed in order to follow up and guide implementation by the teams ▶ Design a capacity building plan to improve non-medical skills of the management staffs (the PMs, the AM, the MEAL staff) ▶ In collaboration with Field Co, Base Log and Base Admin, implement PUI processes and good practices in terms of communication, reporting, work organization etc.
Team management <p>Number of people to manage</p> <ul style="list-style-type: none"> ▶ Direct management: 4 national staff (1 Health PM, 1 Nutrition PM, 2 MEAL Officers) ▶ Indirect management: Program team made of around 50 staff (Activity Managers + staff in the facilities) <p>This position is managed by:</p> <ul style="list-style-type: none"> ▶ Line management (hierarchical): Field Coordinator <p>Functional links (not exhaustive):</p> <ul style="list-style-type: none"> ▶ Deputy HoM for Programs, Health and Nutrition Coordinator, Grants Officer, M&E Manager, Base Administrator, Base Logistician.

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences 	
PROFESSIONAL EXPERIENCE		<ul style="list-style-type: none"> ▶ Experience managing health projects is an asset.
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Minimum of 3 years in the areas of program development, project management, donor reporting and grant compliance; ▶ Successful experience in team management. ▶ At least 1 year Experience as a Humanitarian Project Manager 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong Knowledge of M&E methodology and cycle; 	<ul style="list-style-type: none"> ▶ Prior knowledge of the country/region an asset. ▶ Prior experience in remote management.
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Excellent command in writing and editing documents in both English and French (desirable) 	<ul style="list-style-type: none"> ▶ Knowledge of Arabic is an asset.

SOFTWARE <ul style="list-style-type: none"> ► Pack Office ► Other (to be specified) 	<ul style="list-style-type: none"> ► Strong computer skills essential, including ability to operate Microsoft Word, Excel, database management software, statistical packages, GIS. 	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ► A strong commitment to humanitarian principles and the will to make sure beneficiaries' needs are covered as best as the resources available allow. ► Capacity to delegate and to supervise the work of a multidisciplinary team; ► Strong commitment to support/develop capacity of national staff and developing second layer of leadership; ► Problem solving and leadership skills; ► Proven management ability and inter-personal skills – team player; ► Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload; ► Proven capacity for analysing and synthesizing comprehensive information and technical data; ► Ability to write and edit reports under deadline pressure; ► Ability to guarantee effective and timely outputs; ► Self-motivated, flexible and adaptable to the needs of the team and organization; ► General ability to resist stress; ► Important organization and rigor skills. ► Ability to work in stressful situations. 		

Conditions	
Status	
<ul style="list-style-type: none"> ► EMPLOYED with a Fixed-Term Contract 	
Compensation	
<ul style="list-style-type: none"> ► MONTHLY GROSS INCOME: from 1 980 up to 2 310 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI 	
Benefits	
<ul style="list-style-type: none"> ► 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 : every 2 months + break allowance ► PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months 	