

Preliminary job information

Job Title	DEPUTY FIELD COORDINATOR for PROGRAMS
Country and Base of posting	Afghanistan, Jalalabad
Reports to	Jalalabad Field Coordinator
Duration	9 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 7 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1979 just after the Soviet Invasion.

Since then, the country has mostly been in conflict, with national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the country. In 2018, 372 000 people have been internally displaced (bringing the total number of displaced people to 2.6 million at the end of 2018). The same time, there has been an influx of more than 3.3mln Afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities that 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 a protracted one to an active one. Many armed groups (mainly Islamic State of Afghanistan) 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 see no future 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 jeopardized. Access on field remains one of the biggest challenges in Afghanistan, especially in some provinces, including Nangarhar and Kunar. 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 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 started interventions on emergency preparedness and medical interventions for conflict-affected populations As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths, it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly high number of security incidents in the country, PUI is developing an advocacy plan for development of Psychosocial First Aid (PFA) in the country in order to support the development of such activity countrywide. In order to better integrate its health activities, PUI also conduct WaSH activities in the health facilities.

The main programmatic objectives of the mission for 2019-2021 are:

PUI is planning to address the needs of conflict-affected IDPs and populations in general, drought-affected IDPs, to improve access and quality of health and nutrition services as well as to tackle the PSS needs of the humanitarian workers who are exposed to traumatic events in their daily work. A specific focus is given on women's health and their access to quality health services.

History of the mission and current program

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs:

Integrated lifesaving Health, Nutrition, Protection and WaSH response in the conflict-affected areas of Afghanistan's Eastern Region

Funded by OFDA since 2018. The program focuses on primary health care and trauma services provided through both mobile and static health facilities located in the country's Eastern Region. Though 8 Mobile Health Teams (MHT) in Kunar and Nangarhar, PUI provides services to remote areas with limited access to health facilities. Within the MHTs, the services offered include, primary health care consultations, nutrition services, vaccinations, hygiene promotion, sexual and reproductive health, maternal health and psychosocial support. Ten First Aid Trauma Post (FATP) in Nangarhar, Kunar and Nuristan are being supported in remote areas for people suffering from trauma injuries. 6 health facilities are supported exclusively for nutrition and sexual and reproductive health. In addition, PUI identified 2 hospitals in Jalalabad which don't receive government support and work alongside them supporting on their nutrition and sexual and reproductive health sections.

PUI is also developing its PSS services. Not only support is given within the MHTs, but a series of training are being developed for PUI staff and for other NGO staff. Additionally, PUI works in a PSS service mapping for the Eastern Region. These efforts have resulted in PUI being the leading organization in providing PSS in the Eastern Region.

Besides the health related activities, WaSH activities are also being developed. 4 rehabilitation of health facilities are being developed, in parallel with the drilling of 4 boreholes to ensure water supply.

Multi-sector lifesaving assistance to conflict-affected populations in Eastern Afghanistan

This program funded by ECHO started in May 2013. Similarly to OFDA, focusing on primary health care and complement services to the still fragile public health system. In order to provide support to the high number of conflict and non-conflict trauma cases, PUI has established 15 First Aid Trauma Post (FATP) in remote areas of Nangarhar, Kunar and in Nuristan provinces. In addition, 2 Mobile Health Teams (MHT) provide primary health care services and nutrition, PSS, sexual and reproductive health, hygiene promotion, vaccination and maternal health. In Kunar 2 health facilities are supported with staff and services provision and in Nangarhar 2 ambulances work in remote districts to provide referrals to hospitals.

PSS services are also being developed, with trainings for PUI staff and for other organizations staff. This reinforces the role of PUI in the region as the main PSS actor.

WaSH activities are also being developed, with the rehabilitation of FATPs.

Covid-19 preparedness and response

Since February 2020, PUI has been actively working in the preparedness and mitigation of the Covid-19 outbreak. The Infection Prevention Control support to our MHTs and health facilities is being increased. Additionally, PUI is planning to work in remote areas where access to markets and health care is limited on primary health care, sexual and reproductive health and maternal health services, also including distribution of hygiene items and hygiene promotion.

Configuration of the Mission	
BUDGET 2018	7 million EUR
BASES	Kabul (coordination office), Jalalabad (field office), Assadabad (Kunar field office)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	2 (other grants are under negotiation)
MAIN PARTNERS	ECHO, USAID/OFDA
ACTIVITY SECTORS	Health Nutrition Protection WaSH
EXPATRIATE TEAM ON-SITE	<u>Kabul Country Management:</u> Head of Mission, Deputy Head of Mission for Programs, Health Coordinator, Logistics Coordinator, Financial Coordinator, HR Coordinator, Grants Office <u>Jalalabad Management:</u> Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor

Job Description

Overall objective

The Deputy Field Coordinator for Programs (DFCP) ensures the smooth and qualitative implementation of PUI's programs in eastern provinces of Afghanistan (Nangarhar, Laghman, Nuristan and Kunar). S/he 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.

Tasks and responsibilities

Under the supervision and line management of the Field Coordinator, DFCP is responsible at area level for the direct supervision of projects and project teams in charge of implementing the activities.

- ▶ **Programs:** S/he 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.
- ▶ **Representation:** S/he participates in the technical forums (i.e. sub-clusters) at local level and other multilateral and bilateral meetings. S/he actively engages in building relationships with partners, stakeholders and other actors if relevant to the matter of programs implementation.
- ▶ **Human Resources:** S/he is the direct line manager of the project and sector managers in eastern provinces and will ensure that appropriate support and capacity building is brought to all senior managers of the programs.
- ▶ **Logistics and Administration:** S/he oversees the logistic and administrative duties of the projects with the support of the Logistic and Admin Departments.
- ▶ **Strategy:** S/he ensures the programs developed are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region and based on accurate needs assessments at field level. S/he remains up to date with humanitarian context dynamics at all times and recommends actions to be taken in order to address emerging needs.
- ▶ **Security and Safety:** S/he remains attentive to compliance of the teams with the security and safety protocols in the implementation of the programs, and informs the direct manager in case the gaps are observed in understanding or implementation of those procedures and rules.

Specific objectives and linked activities

1. PROGRAMS SUPERVISION AND OPERATIONAL DEVELOPEMENT AT FIELD LEVEL

- ▶ S/he guides all the managers under her/his direct supervision in achieving project objectives and makes sure they guarantee the quality of the work done and respect reporting and implementation timelines.
- ▶ S/he fosters the operational development of a strengthened integrated approach in the area of intervention. S/he ensures that tools, processes and communication vectors are relevant to create appropriate coordination and collaboration between the different programs teams and bases in the Eastern Region.
- ▶ S/he provides regular updates on the program implementation and performance to the Field Coordinator and Deputy Head of Mission for Programs.
- ▶ S/he alerts the Field Coordinator in case delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operational area, budget, targets, schedule etc.).
- ▶ S/he identifies, assesses and analyzes needs with the project and sector managers and makes suggestions and recommendations to the Field Coordinator and Deputy Head of Mission to improve the quality of activities.
- ▶ S/he cooperates closely with Deputy Head of Mission for Program over constant improvements in quality of interventions and ensures that agreed action plans are being progressively implemented.
- ▶ S/he cooperates closely with the Field Coordinator and Deputy Head of Mission with regard to their party monitoring, external evaluations and other compliance checks on quality of programs implementation.
- ▶ S/he ensures supervision and close team work between the project and sector managers and their teams in relation to the proper implementation of activities.
- ▶ In close cooperation with Field Coordinator, s/he actively engages in planning and execution of periodic project reviews (incl. kick-off meeting, quarterly reviews, closing-out meeting)

2. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

- ▶ Under the guidance of the Field Coordinator, and in coordination with the relevant stakeholders, s/he participates in the sub-cluster meetings on technical issues, when relevant and possible.
- ▶ S/he liaises with partners, stakeholders and other actors at field level about the technical approaches developed.
- ▶ S/he develops and maintains bilateral relationships with active and relevant actors in the geographical area of responsibilities if relevant to the matters of programs implementation.
- ▶ S/he initiates or actively participates in discussions with other humanitarian stakeholders at field level for the purpose of advocacy within the domain of development and implementation of relevant technical approaches to address the humanitarian needs adequately and efficiently.
- ▶ S/he ensures that relevant staff members do represent PUI regularly on different technical forums.

3. MANAGEMENT OF PROJECT TEAMS AT FIELD LEVEL

- ▶ S/he is the direct line manager of project and sector managers.
- ▶ S/he ensures adherence to PUI staff regulations and HR policies incl. but not limited to Anti-fraud, Child protection and Prevention of Sexual Abuse and Exploitation policies.
- ▶ S/he identifies gaps and needs in terms of project and team management, and provides support and on-job training to the project managers in regards to project development and implementation cycle, budget management, report writing, monitoring and evaluation systems, communication with external stakeholders and actors.
- ▶ S/he leads or participates in the briefing of her/his team, and upon request, participates in the recruitment of other key project staff.
- ▶ S/he makes sure that technical guidelines validated at coordination level are well implemented by project teams.
- ▶ S/he conducts regular appraisals of staff under his/her management.
- ▶ S/he plans for the staff absence while ensuring that timeline and quality of the programs implementation remains intact.
- ▶ S/he organizes project meetings, when needed, minutes reporting, team communication and team building.

4. LOGISTICS AND ADMINISTRATION

- ▶ S/he monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams.
- ▶ S/he analyzes the logistics and administrative needs of the projects as identified by the Logistics Coordinator and the Administrator and ensures support services for programs implementation are provided and operating effectively.
- ▶ S/he oversees procurement process for programs and participates at the decision-making processes related to purchases and selection of contractors.
- ▶ S/he validate the procurement needs linked to the projects.
- ▶ S/he supports the project managers in the analysis of Budget Follow Up (BFU) and supports in monthly reviews of Financial Follow Up (FFU).
- ▶ S/he ensures that project teams' practices respect PUI's procedures and formats and are in compliance with PUI's operational SOPs.

5. CAPITALIZATION, NEEDS ANALYSIS AND PROGRAMMING STRATEGY

- ▶ S/he fosters capitalization on methodologies, processes and activities in general in direct link with program coordination team.
- ▶ S/he remains alerted on humanitarian context dynamics, humanitarian needs and technical coordination discussions related to PUI interventions in eastern provinces of Afghanistan.
- ▶ In close collaboration with Deputy Head of Mission for Programs, s/he foresees assessment needs in the area of intervention, and pilots the implementation of such assessments.
- ▶ S/he is responsible for the overall reliability of the Project Management Tool (PMT), its regular updates, active use, and liaising with other relevant departments needed for a complex overview of implemented projects.
- ▶ S/he submits monthly situation reports to the Field Coordinator and ensures proper submission of monthly reports by the project and sector managers.
- ▶ S/he supports the project and sector managers to develop appropriate reporting tools and ensures that all the required reporting is submitted on a regular basis.
- ▶ S/he ensure the proper archiving of the program documentation.
- ▶ Under the technical supervision of the Deputy Head of Mission and in collaboration with the MEAL Manager, s/he ensures reliable and timely data collection related to the indicators listed in the logframes is done.
- ▶ S/he reports to the Field Coordinator on meetings, project activities and any other relevant information.
- ▶ S/he participates in the preparation of intermediate and final reports to the donors (the task will be shared with the Grants Officer and the project managers according to their capacities).
- ▶ S/he works closely with the Field Coordinator and Area Health Manager 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.).
- ▶ S/he works closely with the Field Coordinator and program team in identification of the needs and design of activities that address needs specific to gender, age, and other vulnerable groups.
- ▶ S/he collaborates with the Field Coordinator and the MEAL Manager to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcome indicators and adequate sources of verification, and impact evaluation reports.

6. SECURITY & SAFETY COMPLIANCE

- ▶ S/he ensures that security & safety protocols are properly understood and observed by the teams under her/his management.
- ▶ S/he encourages the security and safety mainstreaming and the teams to report on changes in the security dynamics in the areas of interventions.
- ▶ S/he remains alerted on the context dynamics, and participates, upon request, in the revision of relevant security analysis.

Team management

- ▶ The Deputy Field Coordinator for Programs reports directly to the Field Coordinator (line manager).
- ▶ S/he works in collaboration with (not exhaustive): Deputy Head of Mission for Programs, technical coordinators, area health manager, Head of Base, heads of department at the base level, MEAL Manager.
- ▶ Direct management: project and sector managers (4)

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"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Experience managing multi-sectorial projects. ▶ Minimum of 3 years' experience in the areas of program development, project management, donor reporting and grant compliance; ▶ Past track record in team management. ▶ At least 1 year experience as a humanitarian project manager 	<ul style="list-style-type: none"> ▶ Experience managing health programs. ▶ Work experience in conflict zones or security volatile contexts
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong Knowledge of M&E methodology and cycle; ▶ Good training skills ▶ Excellent planning and anticipation skills 	<ul style="list-style-type: none"> ▶ Prior knowledge of the country/region an asset. ▶ Prior experience in remote management. ▶ Prior experience and skills in security 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 English 	<ul style="list-style-type: none"> ▶ Knowledge of Dari/Pashtu 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)

- ▶ 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;
- ▶ Ability to respect security rules
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership;
- ▶ Problem solving and leadership skills and ability to organize and manage priorities
- ▶ 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 analyzing 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

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

Compensation

- ▶ **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

- ▶ **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