

JOB DESCRIPTION

Preliminary Job Information

Job Title	Deputy Head of Mission for Programs
Country and Base of Posting	Afghanistan, Kabul (30% of time in other bases)
Reports to	Head of Mission
Duration of Mission	12 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. PUI teams are committed to support civilian victims of marginalization and exclusion, or hit by natural disasters, wars or economic collapse, 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 and hygiene, and economic recovery. PUI provides assistance to around 6 million people in 23 countries – in the Caribbean, Africa, Asia, Middle East, Eastern Europe and France.

Afghan Mission is the oldest PUI mission with the first medical intervention launched in 1980 just after the Soviet invasion. Since then, Afghanistan has mostly been in conflict, with national armed groups and international forces that is causing mass casualties and massive movements of population within or out of the country. According to IOM Displacement Tracking Matrix (DTM), the total number of displaced population for the period 2012-2019 that currently live in host communities reached 4,350,900 individuals. The same time, the country has witnessed a strong wave of returnees from abroad at 3,451,510 people. This latter figure is expected to grow further in 2020 as large numbers of Afghans have fled the COVID-19 outbreak from neighboring countries (mainly from Iran). The high number of returns put additional pressure on host communities, fragile livelihoods and public services that are already strained by conflict and economic underperformance.

The achievements realized in the years following 2001 invasion 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 to an active one. Armed groups are threatening the Government of Afghanistan that struggles to impose its vision of development despite continuous extended military, financial and political support, nationally and internationally.

As Afghanistan continues to face an extremely complex humanitarian challenges, the country remains one of the world's largest refugee crisis. According to the World Bank data, by end of 2018, the number of Afghans refugees stood at close to 2.7mln, following only the Syrian crisis.

In the current context, with elevated pressure on aid organizations by different actors, fragmented conflict that happens to a large extent away from urban centers, the capacity to deliver aid to those in need is particularly challenging. Access to remote areas is volatile, with military offensive and/or threats, expulsion by armed groups that cause agencies to suspend their operations at times. Health actors are particularly at risk as attacks on health facilities and staff continue to happen across the country with a visible intensity in areas where PUI operates.

In 2020, the COVID-19 pandemic advanced the crisis even further. Humanitarian Needs Overview (HNO) expects now 14mln of Afghans, or 37% of the country's population, in need for assistance. This figure is revised upward from 9.4mln estimated earlier in 2020 and from 6.3mln in 2019.

PUI's Strategy in the Country

PUI orients its programs on addressing the fundamental needs of the Afghan populations through provision of assistance based on humanitarian principles and aligned with the concept of *do no harm*. Indeed, neutrality and impartiality are the key in order to enable humanitarian access to the affected communities, in particular in remote areas and territories contested or under control of the armed groups. PUI interventions are implemented in a coordinated manner and demonstrate a strong support and co-ownership of the stakeholders and beneficiaries. Grass root approach and engagement of communities is possible as PUI maintains acceptance and relationships locally for years, and involves stakeholders in all stages of its actions from design of activities to community-based feedback mechanism and other accountability instruments.

Over the past 40 years of response in Afghanistan, PUI has delivered health and nutrition assistance with aim to reduce morbidity and mortality in vulnerable populations. The Organization contributed to the reconstruction of the health system and expansion of access to quality health services across 11 provinces altogether.

Until now, health remains PUI strong expertise in the country and the entry point to implement the integrated approach that combines primary health care, nutrition, sexual and reproductive health, maternal health, hygiene and sanitation, and increasingly psychosocial support. Since 2013, PUI has started interventions on emergency preparedness and trauma services to 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 maintain capacity to respond to mass casualties and/or populations displaced suddenly.

In terms of geographical coverage, PUI increasingly orients its operations to remote areas and territories contested or under the control of the armed groups.

Programmatic Objectives for 2019-2021

In the period of 2019-2021, PUI has remained aligned with the efforts to date, and continues ensuring access to quality health services through both mobile and static facilities. The Agency also increasingly prioritizes the needs related to mental health not only among vulnerable populations at large but also among humanitarian community exposed to traumatic events in their daily work. Other active sectors of interventions involve nutrition, WaSH, mainstreamed protection and cash-based assistance. PUI considers further expansion to complementary areas for instance food security and livelihoods.

History of the Mission and current Programs

Prior to the merger with Première Urgence (PU), Aide Médicale Internationale (AMI) had been present and known among local populations in Afghanistan since 1980 for health programs. To be noted that PUI continues operating in Afghanistan under the logo and name of PU-AMI. Currently the Organization is implementing the following programs in the eastern provinces of Nangarhar, Kunar, Laghman and Nuristan:

Health:

Focuses on provision of access to quality primary health care services through mobile and static clinics. Through mobile health teams (MHTs), communities are provided with primary health care consultations, malnutrition diagnosis and treatment, vaccination, ante- and postnatal care, hygiene promotion and general health education, as well with psychosocial support. Additionally, PUI also provides with cash for referral to higher health facilities for complicated severe malnutrition cases, cases requiring additional mental health support and to promote institutional deliveries. In static facilities, PUI supports trauma posts oriented on specialized services to care for victims of conflict activities or other major or minor traumas. PUI is currently operating 2 ambulances to shift patients from trauma posts to higher health facilities. In other health facilities, including two hospitals in Jalalabad, PUI provides for nutrition and sexual and reproductive health care.

Nutrition:

Malnutrition remains at dangerously high levels across Afghanistan, and PUI currently integrates a nutrition component (diagnosis, treatment, education and referral of complicated severe malnutrition cases to higher health facilities) with other healthcare activities. In terms of geographical coverage, nutrition services are being provided in particular in remote areas where access to healthcare system is reduced or non-existent.

Psychosocial Support:

Psychological trauma remains difficult to quantify due to low reporting, diagnosis and overall low quality of available services, though the likelihood of significant portion of the population suffering mental health issues is to be high or very high as the conflict continues for now four decades and poverty is deepening across the country. PUI integrates and provides the psychosocial support at community-level and in health facilities, for now mainly in the form of awareness, individual sessions and referrals (distribution of cash for transportation/referral). Furthermore, first as a pilot project, and now at a broader scale, PUI has developed a Psychological First Aid (PFA) package deployed at the First Aid Trauma Posts (FATPs) and with aim to provide for immediate psychological relief to those who suffered a major trauma.

WaSH:

In complement to the implementers of Basic Health Care Package and Essential Package of Hospital Services at the health facilities level, PUI provides for the rehabilitation of water supply and sanitation infrastructure making sure that gender inequalities are addressed. PUI

also ensures health facilities in remote areas have access to clean water through boreholes drilling powered with solar energy. Furthermore, in communities, the Organization provides hygiene awareness enhanced by the distribution of hygiene kits.

COVID-19 Outbreak:

Since March 2020, and in close collaboration with a variety of stakeholders and actors, PUI has been actively engaged in preparedness and mitigation of the progressing COVID-19 outbreak with main objective to interrupt or slow down the chains of transmission. Infection prevention control (IPC) support to PUI-run MHTs and health facilities is being strengthened through training, provision of materials and equipment, as well as implementation of a number of relevant protocols. In remote areas, PUI introduced and reinforced the risk communication in order to raise understanding of the viral disease and reduce rumors. Furthermore, the Organization enhanced its psychosocial assistance services to cover distress related to COVID-19 including stigmatization.

Configuration of the Mission

BUDGET 2019 – 2020	7 million EUR
BASES	Kabul (coordination office), Jalalabad (field office), Assadabad (field office)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	2 (other grants are under negotiation)
MAIN DONORS	ECHO, USAID/OFDA
ACTIVITY SECTORS	Health, Protection, Nutrition, WaSH
EXPATRIATE TEAM ON-SITE	<p>Kabul (country management): Head of Mission (HoM), Deputy Head of Mission for Programs (DHoMP), Health Coordinator, HR Coordinator, Financial Coordinator, Logistics Coordinator, Grants Officer</p> <p>Jalalabad: (field management): Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor</p>

Job Description

Overall Objective

Under the supervision of the Head of Mission, the Deputy Head of Mission for Programs (DHoMP) will lead the Program Department (technical coordinators, MEAL team, Grants Officer) in order to coordinate the tactical and strategic programming aspects of the Mission for ensuring the implementation of high quality programs and helping in strengthening the PUI Mission development. S/he will operate these duties in line with the global PUI' strategic framework and the approved Country Strategy for Afghanistan.

Scope of Responsibilities

The DHoMP plays a key role in coordinating implementation strategy and supports operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance on reporting and documentation, but also to ensure timely, effective and compliant programming in accordance with internal and external principles and requirements.

As an implementing organization, PUI places great importance on operational results and impact of its programs. Thus, the DHoMP plays critical role in overseeing monitoring and evaluation, usually in collaboration with the Field Coordinator, and in collaboration with other external partners and stakeholders.

Specific Objectives linked to Activities

1. PROGRAM DEVELOPMENT AND OVERSIGHT

- ▶ In collaboration with Head of Mission (HoM), co-animate the country strategy design process for components related to the program.
- ▶ S/he ensures that all programs are based on the identified needs and in line with PUI global strategy, as well as with national and international sectorial strategies and standards (including but not limited to: internal technical guidelines, sectorial guidelines, SHPERE standards, protection and gender mainstreaming)
- ▶ S/he ensures that the changes in strategic documents of external stakeholders and partners (clusters, donors, afghan authorities) are timely communicated to the relevant team members and reflected in the internal processes and work, if need be.
- ▶ S/he ensures that PUI is aware of funding opportunities for Afghanistan and strategies of major stakeholders. DHOMP will be responsible to coordinate various proposal writing according to country strategy and opportunities.
- ▶ S/he ensures that project implementation is in accordance with PUI's established plans, policies, procedures and core values.
- ▶ S/he ensures appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
- ▶ S/he works closely with HoM, the technical coordinators, Field Coordinator, Deputy Field Coordinator for Programs and project managers to address all issues regarding the quality of programs implementation.
- ▶ S/he oversees the design of programs and field-level monitoring for quality assurance.
- ▶ S/he works with the Finance Coordinator, on a monthly basis, to analyze grant budget spending and identify spending trends in order to anticipate appropriate actions if significant risks are noted.
- ▶ In close collaboration with Field Coordinator, DHOMP plans and actively participates in periodic programs review (kick-off meetings, project review meetings, closing-out meetings)
- ▶ S/he is the main programmatic link between the Mission and PUI Headquarter Program Officer.
- ▶ S/he keeps the Mission informed of the humanitarian context of the country and the region.
- ▶ S/he maintains close contacts with humanitarian stakeholders in the country.
- ▶ S/he ensures data collection and analysis is based on the humanitarian situation and the needs.

2. PROGRAM QUALITY AND MONITORING

- ▶ S/he coordinates the design of a Quality Management Policy and ensure the quality management of the PUI's program in Afghanistan.
- ▶ S/he ensures appropriate program technical implementation framework and that advisory support is available to the field teams and in line with organizational priorities.
- ▶ S/he ensures that project teams are knowledgeable about PUI's technical project implementation procedures as well as donor compliance requirements.
- ▶ S/he oversees the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the programs.
- ▶ S/he ensures MEAL system and processes are in place for the ongoing projects, and oversees its functioning.
- ▶ S/he ensures the connection and coordination between technical coordinators and advisors with their counterparts at the Headquarters level.
- ▶ S/he ensures that the strategy of the Mission with regard to programs remain aligned with the technical requirements and standards of the Association.
- ▶ In close coordination with Head of Mission, Field Coordinator for Programs, Field Coordinator, s/he initiates the launch of new assessments including overall planning and availability of tools.
- ▶ S/he ensures the necessary resources to implement the program development and gradual improvement in the quality of implemented activities.

3. INTERNAL AND EXTERNAL COMPLIANCE, REPORTING, AND DOCUMENTATION

- ▶ S/he ensures all narrative and financial reports related to the programs are submitted in a timely and compliant manner.
- ▶ S/he ensures dissemination of information with regard to reporting deadlines, change in compliance requirements, and any other comments or findings from the donors/stakeholders to the relevant team members.
- ▶ In collaboration with Field Coordinator and Deputy Field Coordinator for Programs, s/he supervises the proper maintenance of all files, records and documents relating to PUI program activities
- ▶ In collaboration with Field Coordinator, s/he ensures the quality of project proposals and reports against the internal and donors standards.

4. EXTERNAL REPRESENTATION AND COORDINATION WITH PARTNERS, STAKEHOLDERS AND OTHER ACTORS

- ▶ In close collaboration with Head of Mission, s/he represents PUI in contacts with external partners, stakeholders and other actors on the matters related to implementation and quality of programs.
- ▶ S/he acts as point of contact for all routine donor communication.
- ▶ S/he coordinates the PUI attendance at technical meetings with donors, NGOs, UN agencies, governmental entities.
- ▶ S/he links regularly with other humanitarian stakeholders and actors, and follows up any potential relevant collaboration.
- ▶ S/he collaborates with relevant ministries and other organizations' technical staff working in sectors of interest to PUI to build partnerships.
- ▶ S/he participates in the coordination meetings, seminars, and other venues at central level and internationally as requested by the situation.

5. TEAM MANAGEMENT

- ▶ S/he ensures the operational management of the team, including that proper coordination and supervision processes and instruments are in place.
- ▶ S/he ensures the team adherence to PUI internal staff regulations, ethical frameworks, as well as the national laws.
- ▶ S/he conducts performance appraisals for the directly managed team members, identifies the required improvement in skills, and ensures the action plans or that relevant trainings and/or mentoring is provided.
- ▶ S/he identifies the needs in the capacity and competencies across the team, and supports the HR Department in development of relevant training needs plans.
- ▶ S/he ensures the smooth and regular coordination happens between the technical program team and program implementation teams through meetings, ad hoc consultations, inclusion of the relevant team members in the decision making processes.

6. SECURITY AND SAFETY MANAGEMENT

- ▶ S/he ensures that the team strictly adheres to the security and safety protocols validated at the Mission.
- ▶ S/he remains informed about the context dynamics with regard to the security and safety, main actors, possible scenarios ahead.
- ▶ S/he replaces Head of Mission (HoM) as overall responsible for security and safety of people and assets during the absences of HoM in the country that includes immediate management of security.

Team Management

- ▶ Reports to: Head of Mission (HoM)
- ▶ Direct management of: Technical coordinators (2), MEAL Manager (1), Grants Officer (1)
- ▶ In collaboration with (not exhaustive): Finance Coordinator, Logistics Coordinator, Field Coordinator, Deputy Field Coordinator for Programs, Head of Base, project and sector managers

Required Profile

Required Knowledge and Skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Bachelor's degree in a field related to project management, international development and/or social sciences 	<ul style="list-style-type: none"> □ Master degree in the relevant field such as humanitarian action, international development, public health and/or social science
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Experience managing multi-sectorial projects ▶ Minimum of 5 years' experience in the areas of program development, project management, donor reporting and grant compliance ▶ Past track record in team management ▶ Past track record in security management 	<ul style="list-style-type: none"> □ Experience managing health programs ▶ Previous work experience in Afghanistan and/or similar context

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong knowledge of MEAL methodologies and cycle ▶ Knowledge of standards in one of the following sectors: health incl. mental health, nutrition, WaSH ▶ Good understanding of gender aspects of the program design and implementation ▶ Good understanding of protection mainstreaming ▶ Good training and mentoring skills ▶ Excellent planning and anticipation skills 	<ul style="list-style-type: none"> ▶ Knowledge and past experience in implementation of standalone protection activities ▶ Understanding of integrated approach in program design and implementation
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)

- ▶ Demonstrates integrity and promotes the PUI mandate and values among the teams
- ▶ Fair treatment towards the team members
- ▶ Demonstrates high tolerance for change, complexity, unpredictability
- ▶ Proven team building, organization and communication skills
- ▶ Proven mentoring and capacity strengthening skills
- ▶ Ability to lead team and solve conflicts
- ▶ Strong skills in coordination and building synergies between the teams
- ▶ Ability to provide the required output in a timely and efficient manner
- ▶ Ability to work under pressure
- ▶ Team player

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:** 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

