JOB DESCRIPTION

Preliminary Job Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country and Base of Posting</td>
<td>Afghanistan, Jalalabad Base</td>
</tr>
<tr>
<td>Reports to</td>
<td>Deputy Field Coordinator for Programs</td>
</tr>
<tr>
<td>Duration of Mission</td>
<td>12 months</td>
</tr>
</tbody>
</table>

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, fragmentized 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. PUI 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.

<table>
<thead>
<tr>
<th>Configuration of the Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUDGET 2019 – 2020</strong></td>
</tr>
<tr>
<td><strong>BASES</strong></td>
</tr>
<tr>
<td><strong>NUMBER OF EXPATRIATES</strong></td>
</tr>
<tr>
<td><strong>NUMBER OF NATIONAL STAFF</strong></td>
</tr>
<tr>
<td><strong>NUMBER OF CURRENT PROJECTS</strong></td>
</tr>
<tr>
<td><strong>MAIN DONORS</strong></td>
</tr>
<tr>
<td><strong>ACTIVITY SECTORS</strong></td>
</tr>
</tbody>
</table>

**EXPATRIATE TEAM ON-SITE**

**Kabul (country management):** Head of Mission (HoM), Deputy Head of Mission for Programs (DHoMP), Health Coordinator, HR Coordinator, Financial Coordinator, Logistics Coordinator, Grants Officer

**Jalalabad (field management):** Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor
**Job Description**

**Overall Objective**

Under the management of the Deputy Field Coordinator for Programs (DFCP) and the technical guidance of the Health Coordinator, the Project Manager (PM) is in charge of ensuring the quality and timely implementation of PUI OFDA funded activities in the eastern region of Afghanistan. The PM is responsible among other components for:

- planning all aspects of the project implementation to ensure quality, monitoring, availability of adequate resources (logistics and human resources), community engagement and acceptance in the areas of interventions;
- supervision of all the activities being implemented;
- continuous observation of the humanitarian context and needs in the areas where the project is being implemented;
- maintaining relations with stakeholders, other organizations and actors in the areas where the project is being implemented;

**Tasks and Responsibilities**

- **Project planning and implementation:** S/he ensures the proper implementation and monitoring of the Health, Protection and WasH activities, with a strong focus on qualitative aspects, as well as mainstreamed gender and protection;
- **Context and data analysis:** S/he monitors the humanitarian context of in the area of project implementation, and actively participates in the needs assessments including future programming of the activities. S/he ensures an in depth analysis of data collected by the program teams, and shares analysis and data with the relevant departments.
- **Reporting and capitalization:** S/he is responsible for the qualitative production of internal and external activities’ reports. S/he supports the DFCP and/or FC and the Grants Officer in providing sufficient and detailed information for program reporting for donors and PUI HQ. S/he contributes to ongoing capitalization efforts regarding program methodologies, lessons learnt and challenges. S/he drafts specific Activity Forms as per the mission’s learning strategy in direct link with the MEAL department. S/he contributes to the adjustment of current intervention or/and contributes to the discussions on the needs and development of new projects.
- **Team management and capacity building:** S/he supervises the OFDA project team, and ensures continuous strengthening of skills and competencies across its members through trainings, mentoring, clear division of roles and responsibilities, and ownership of the entrusted tasks.
- **Logistics, Budget and Finances:** S/he is responsible for appropriate and efficient planning and management of the budget lines. S/he ensures that expenditures forecasting is done in a timely manner, and in case of divergence from what is planned, s/he communicates the needs to DFCP immediately. S/he coordinates with the Logistics and Admin/Finance teams to mobilize effectively the resources allocated to the projects, taking into consideration the budget and in compliance with logistics and financial procedures.
- **Internal coordination and external representation:** S/he ensures an efficient coordination with the other departments of the base. S/he ensures field representation and maintains relations with local stakeholders and partners. The PM will support the DFCP, Field Coordinator and technical coordinators in the overall coordination aspects linked to the running of the project.
- **Safety and Security:** S/he ensures the teams’ compliance with safety rules and contributes to the security & safety mainstreaming in the Mission as a whole, and communicates any security & safety-related developments to the base Security Focal Point and/or Field Coordinator.

**Specific Objectives linked to Activities**

1. **PROJECT PLANNING AND IMPLEMENTATION**

   - S/he ensures that project work plan is revised at the start of the project and reviewed periodically based on the feedback from the monitoring of the project. This also includes identification of support requirements from other departments within the Mission;
   - S/he ensures the timely launch of the project as well as plans for its periodic revisions focused on targets, indicators, challenges, and lessons learnt;
   - S/he ensures PUI project management and technical tools are timely rolled out, understood by the project teams and properly used during the implementation;
   - S/he ensures compliance with the objectives defined in the project proposal. In cooperation and support from the MEAL Department, s/he tracks the progress on the indicators, reports on their evolution to his/her direct manager, signals immediately any difficulties encountered in the project implementation and proposes improvements or reorganization on the needs basis;
   - S/he ensures the proper collection, follow-up and analysis of any necessary data collected in the context of the project implementation with support of the MEAL manager and in collaboration with technical coordinators and advisors.
S/he ensures proper archiving of all the documents, tools and training materials produced in the context of project implementation and ensures the availability of the verification sources as mentioned in the proposals.

S/he contributes to the definition of vulnerability criteria, monitoring and assessment methodologies allowing more accurate targeting of PUI’s activities in the area of intervention;

S/he contributes to the mainstreaming of gender and protection aspects throughout the project implementation cycle.

S/he ensures the constant follow-up on the agreed recommendations that come up based on the monitoring mechanisms, technical field visits and quality checks;

S/he ensures that aid recipients and local populations understand the project objectives and remain engaged throughout the project implementation.

S/he informs the direct manager of any relevant issue related to the project implementation.

2. CONTEXT AND DATA COLLECTION AND ANALYSIS

S/he continuously observes the humanitarian context in the areas of project implementation and remains updated on the evolution of needs;

In collaboration with the MEAL Department, s/he participates in development of strategies and methodologies of data collection, ensures in-depth analysis of the collected data and proposes actions based on its findings;

S/he participates in the preparations to and execution of the planned assessments of needs and vulnerabilities;

S/he ensures the fluid and reactive communication and cooperation between the project and MEAL teams in all matters linked to the implementation of the project;

S/he holds regular meetings with attendance of MEAL team and with aim to monitor progress of the targets and indicators as designed under the project;

S/he contributes to the design and drafting of new proposals and budgets in collaboration with the DFCP and other relevant departments;

S/he actively participates in the Mission’s strategy planning in particular with regard to programmatic directions based on the observed needs and evolution of the context;

3. REPORTING AND CAPITALIZATION

S/he ensures that internal and external qualitative reporting on all activities under her/his responsibility is done in relevance to the established timeline and PUI internal tools and requirements.

S/he updates and transmits on a monthly basis the PMT as a tool to follow up on the implementation of the project including its objectives and indicators;

S/he produces regular reports on all activities as requested by the DFCP, Field Coordinator and/or Deputy Head of Mission for Programs;

S/he produces qualitative intermediary and final reports for donors;

S/he actively participates in lessons learnt sessions, and ensures that lessons learnt and good practices identified are reflected in the process of activities implementations;

4. TEAM MANAGEMENT AND CAPACITY BUILDING

S/he revises and/or prepares job profiles for future members of the team, have them endorsed by the Field Coordinator and the HR department, and participates actively in the recruitment process;

S/he provides periodic performance appraisals and continuous constructive feedback to the team members;

S/he identifies the training needs of the team and addresses them (organizational and technical support, methodology, organization of training sessions…) and interacts with the HR Department in planning/conducting training;

In collaboration with HR department, s/he proposes and follows up on the trainings received by the team and gathers contents for capitalization.

S/he participates in any decision related to the performance of her/his team members including the termination of employment contracts;
- S/he proposes HR changes within his/her team and proposes them to DFCP and HR Department.
- S/he ensures that all PUI ethical frameworks, HR internal procedures are well understood and observed, as well as reports any irregularities or violation of thereof;
- S/he maintains the coordination mechanisms specific to his/her team, and ensures proper supervision;
- S/he validates on a monthly basis the attendance of the project team;

5. **Logistics, Budget and Finances**

- S/he ensures the appropriate budgeting for activities and all support elements required to ensure timely and quality implementation of the humanitarian action.
- S/he is responsible for the budget lines under her/his management, and provides forecasts on these budget lines on a monthly basis contributing to the monthly budget follow-up process;
- S/he ensures availability of resources for timely and quality implementation of the humanitarian action, that in compliance with the relevant logistics and financial procedures and processes;
- S/he is responsible for the eligibility and good utilization of funds allocated to the activities under his/her management;
- S/he analysis and proposes solutions of budgetary reallocation if needed, after receiving a monthly updated financial follow-up (FFU) from the Finance Department;
- Provides for the cash forecast according to his/her budget areas as per PUI internal procedures;

6. **INTERNAL COORDINATION AND EXTERNAL REPRESENTATION**

- S/he works in close coordination with relevant staff in other PUI departments and teams, including but not limited to MEAL team, Health, Nutrition, Rehabilitation and WaSH to ensure the strong integration of other sectors and to promote the development of new concepts/approaches/collaborations for future programming;
- In the event of visits from donors, s/he participates actively in the preparation and the smooth organization of the visit.
- S/he participates to the different internal coordination meetings in link with his/her project: weekly base meeting, technical and program related meetings;
- In coordination with her/his line manager, s/he represents PUI in the project area with any relevant stakeholders, local, national and international partners, local community representatives in order to facilitate the implementation of the project’s activities;
- Under DFCP overall external coordination supervision, s/he sets up a network, coordinates and communicates with the stakeholders acting in the same areas; ensure effective coordination and collaboration with key stakeholders and partners – NGOs, civil society organizations (CSOs), community groups;

7. **SECURITY & SAFETY**

- S/he ensures that the security and safety protocols and practices are known and respected by his/her team;
- Contribute to information collection on safety and security issues in his/her field of operations and disseminate them to the Field Coordinator regularly or on an ad-hoc basis if urgent;
- Ensure that projects, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons in harm’s way. S/he alerts the Field Coordinator without delay, in case of impending danger to teams or beneficiaries;

**Team Management**

- Reports to: Deputy Field Coordinator for Programs (DFCP)
- Direct management of: 2
- In collaboration with (not exhaustive): MEAL team, sectorial managers, technical coordinators and advisors, logistics team, financial team
## Required Profile

### Required Knowledge and Skills

<table>
<thead>
<tr>
<th></th>
<th>REQUIRED</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAINING</strong></td>
<td>• Bachelor’s or Master degree in a field related to project management,</td>
<td>• Experience managing health programs.</td>
</tr>
<tr>
<td></td>
<td>international development and/or social sciences</td>
<td>• Work experience in conflict zones or security volatile contexts</td>
</tr>
<tr>
<td><strong>PROFESSIONAL EXPERIENCE</strong></td>
<td>• Experience managing multi-sectorial projects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum of 1 year of experience in the area of project management,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>donor reporting;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Past track record in team management.</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE AND SKILLS</strong></td>
<td>• Good training skills</td>
<td>• Knowledge of M&amp;E methodology and cycle;</td>
</tr>
<tr>
<td></td>
<td>• Excellent planning and anticipation skills</td>
<td></td>
</tr>
<tr>
<td><strong>LANGUAGES</strong></td>
<td>• Excellent command in writing and editing documents in English</td>
<td>• Knowledge of Dari/Pashtu is an asset.</td>
</tr>
<tr>
<td></td>
<td>• French</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other (to be specified)</td>
<td></td>
</tr>
<tr>
<td><strong>SOFTWARE</strong></td>
<td>• Strong computer skills essential, including ability to operate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft Word, Excel, database management software, statistical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>packages, GIS.</td>
<td></td>
</tr>
</tbody>
</table>

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

- Commitment to humanitarian principles
- Strong commitment to support and develop capacity of the teams through mentoring and second-layer leadership
- 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 1 815 up to 2 145 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