JOB DESCRIPTION

Preliminary Job Information

Job Title	DEPUTY AREA COORDINATOR FOR PROGRAMS
Country & Base of posting	IRAQ, BAGHDAD WITH FREQUENT TRAVELS TO OTHER BASES
Reports to	AREA COORDINATOR
Duration of Mission	6 months minimum

General Information on the Mission

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. PUI 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. PUI's aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Humanitarian Context in Iraq

Wide-scale violence and armed conflict erupted in Iraq in January 2014. In Anbar governorate, the cities of Ramadi and Falluja were particularly affected, the violence and its impact quickly grew. Also in June 2014, ISg, together with other armed groups, attacked and seized control of Mosul and large portions of northern Iraq, including areas of Diyala, Kirkuk, Ninewa, and Salah al-Din governorates. The Government of Iraq (GoI) has conducted multiple military operations since 2016 to regain control of territories held by ISg and announced in November 2017 that military operations had successfully concluded in their retaking of all Iraqi territory. Military operations in Mosul, Anbar and Salah Al-Din have led to ongoing massive internal displacements, serious and systematic violations of civilian protection and basic human rights, interrupted access to basic services, and put a severe strain on host communities. The country is now gradually moving from an emergency situation which required lifesaving operations to a post-conflict transition towards durable solutions. As per the HNO published by OCHA on November 2019, 5.67 million people are in need of humanitarian assistance, with 1.77 million in acute need. Half of them are concentrated in Ninewa and Anbar governorates. Furthermore, an estimated 2.8 million returnees continue to form a complex caseload for humanitarians, development actors, relevant government agencies and donors, with 1.2 million in acute resilience and recovery needs.

PUI in Iraq

Implemented in Iraq since 1983 through Aide Médicale Internationale (AMI), and since 1997 through Première Urgence (PU), PUI (Première Urgence Internationale) brings help to vulnerable refugees, displaced persons as well as host communities (to avoid marginalization when the pressure on available resources becomes unbearable), in order to improve their living conditions and reinforce their resilience to enable them to regain dignity and autonomy. PUI's objective in Iraq is to provide a humanitarian response to needs arising from movements of population through actions aimed at reinforcing the existing Health system, and providing Mental Health Psychosocial Support to the people in need, but also at providing access to Shelter, to drinking Water, Hygiene and Sanitation. Given the scale of the crisis and the needs observed, PUI emphasizes multiple sectoral interventions and develops as much as possible an integrated approach, keeping health the core sector of its intervention.

Current programs of PUI in Iraq

1. Integrated Health, Protection, WASH and Shelter services provision to IDPs and vulnerable communities living in areas previously affected by the conflict in Anbar, Ninewa and Dohuk Governorates of Iraq

The project aims at improving the living conditions of vulnerable populations in areas still impacted by the previous conflict, through health, protection, shelter and WASH interventions, and at providing health and protection services to IDPs in camps.

2. Strengthening quality and access to mental health services in Iraq, in consortium with ACF-lead, IMC and HI

The project aims at improving the access to quality mental health and psychosocial care in Iraq through enhancing technical capacities of governmental institutions at the ministry of health level, capacity building of stakeholders at national and governorates levels and promotion of mental health care. In particular, the project supports the mental health authorities in Iraq in order to improve the access and quality of services as well as increase community resilience.

3. Emergency Response to the North East Syria refugees through the provision of Primary Healthcare services in Bardarash refugee camp, Kurdistan Region of Iraq

The project aims at ensuring the access to quality primary health care services to the Syrian refugees affected by the emergency in North-East of Syria (started on October 2019, and still ongoing as per the end of November). The assistance includes the revitalization of a PHCC, awareness campaigns on good health and hygiene practices, referrals to secondary health care, in addition to mental health and psychosocial support, and sexual and reproductive health services.

Configuration of the Mission

BUDGET FORECAST 2020	7,250,000 Euros
BASES	ERBIL, DOHUK, MOSUL, BAGHDAD, RAMADI, HADITHA
NUMBER OF EXPATRIATES	18
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	OFDA, MADAD, CDC
ACTIVITY SECTORS	Health, MHPSS, WASH, Shelter, Protection
EXPATRIATE TEAM ON-SITE	<u>Erbil Coordination:</u> Head of Mission, Deputy HoMP, Logistics Coordinator, Finance Coordinator, HR Coordinator, Grants Officer, Health Coordinator, MHPSS Coordinator, Infrastructure&Rehabilitation Coordinator, MEAL Coordinator <u>Mosul:</u> Field Coordinator, Project Manager, Base Logistics Manager, Base Admin Manager <u>Baghdad:</u> Area Coordinator, Deputy Area Co Programs, MEAL Manager, Admin Manager

Job Description

Overall objective

The Deputy Area Coordinator for Programs ensures the effective implementation of PUI's Health, Protection (MHPSS), Shelter, Rehab and WASH program in the CSI. S/he is also responsible for representation on technical topics with external stakeholders and in charge of proper reporting to the donors supporting the Program.

Tasks and responsibilities

Under the supervision and line management of the Area Coordinator, the Deputy Area Coordinator is responsible for oversight of quality implementation of all programmes within CSI region covering such sectors as Health, Protection (MHPSS), Shelter, Rehab and WASH. S/he ensures that implemented activities remain aligned with PUI strategy as well as proposes new interventions in line with the changing humanitarian context.

▸ **Programs**: S/he supervises the implementation of the programs in CSI and provides technical support to Project Managers. S/he ensures that operational and qualitative aspects of the programmes are put into practice properly such as monitoring of objectives, respecting due dates and budgetary provisions, quality control, according to the contractual documents and in line with PUI policies and procedures.

▸ **MEAL**: S/he supervises the CSI MEAL Department ensuring implementation of high quality MEAL processes in synergy with programs. S/he ensures accountability and quality improvement measures, initiates the design of relevant tools when needed and ensures compliance of programs to the MEAL Framework

▸ **Representation**: S/he liaises and engages in cooperation with relevant external stakeholders such as local authorities, non-governmental organizations, and international organizations. S/he actively participates in the technical forums (Working Groups and Clusters) at local level in coordination with the Area Coordinator

▸ **Logistics and Administration**: S/he oversees the logistic and administrative duties of the projects in CSI in collaboration with the CSI Admin Manager and raises any concern to the Area Coordinator

▸ **Strategy**: S/he ensures that the programs implemented are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region.

Specific objectives and linked activities

1. ENSURE IMPLEMENTATION OF PROGRAMS AND THE QUALITY OF PUI INTERVENTION

S/he:

▸ Ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule of activities, budget monitoring, contractual report . . .) and reports to the Area Co

▸ Supervises the program managers in the implementation of the activities making sure the project objectives are achieved, the quality of the work is guaranteed, implementation and reporting requirements and timelines are respected.

▸ Ensures the implementation of the integrated approach in the field, such as the integration of MEAL activities within the program team to ensure evidence-based programming and ongoing learning.

▸ Supervise the work of the Health Liaison Officer to ensure smooth coordination with all relevant authorities at central and field level and the respect of all governmental requirements and procedures

▸ Provides technical guidance in the implementation of the projects activities and upon request of DHoMP provides support to Technical Coordinators in defining new methodology, guidelines and SOP for the project implementation

▸ Provides regular updates on the progress in program implementation and performance to the Area Coordinator and the Program Department in Coordination Office

▸ Alerts the Area Coordinator and DHoMP where delays in carrying out programmes have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule, etc.)

▸ In cooperation with the field teams identifies, assesses and analyzes needs and makes suggestions and recommendations to the Area Coordinator, DHoMP, and Head of Mission to improve the quality of activities

▸ Monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams

▸ Analyzes the logistics and administrative needs for the projects as identified by the Logistician and the Administrator and ensure support services for programme implementation are operating effectively

▸ Supports the Project Managers and with the analysis of budget follow-ups and with the preparation of procurement plans

▸ Ensures that project teams' practices respect PUI's procedures and formats and are in compliance with the PUI's operational policy

▸ Supports in monthly reviews of Financial Follow Up (FFU) process in collaboration with the CSI Admin Manager

▸ Regularly communicates with Technical Coordinators and DHoMP at coordination level.

2. LEAD ASSESSMENT ON THE FIELD AND PROPOSE NEW INTERVENTIONS

S/he:

▸ Identifies, assesses and analyzes humanitarian needs in collaboration with the Project Managers to make suggestions and recommendations to the Area Coordinator, DHoMP and Head of Mission on needs assessment to be conducted and new areas of intervention to be developed

▸ Under the direct supervision of the Area Coordinator, s/he leads multi-sectorial and technical assessment exercises. Identifies location, organizes preparations and surveys, trains teams, leads implementations, participates in analysis and findings, finalizes report and is in charge of their dissemination internally and externally

▸ Proposes project design and participate in proposal writing and Kick off meeting exercise

3. MANAGEMENT OF HUMAN RESOURCES AT PROJECT LEVEL

S/he:

▸ Is direct line manager of the MEAL, Health, MHPSS, WASH & Shelter, Rehab Program Managers and Health Liaison Officer

▸ Ensures adherence to PUI internal regulations and HR policies (AFCP, PSEA, CP) with the support of the CSI Admin manager

▸ Identifies gaps and needs in terms of project management, and provides support and on-job training to the Project Managers in regards to project management (assessment and design, activities planning and implementation) budget management, report writing, monitoring and evaluation systems, representation, etc.

▸ Participates in the recruitment of the staff under his/her supervision, and upon request, participates in the recruitment of other key project staff

▸ Makes sure that technical guidelines validated at coordination level are well implemented by projects teams.

▸ Conduct regular appraisal for the staff under his/her supervision and develop work plan to support the staff professional development.

▸ Organizes monthly program meetings and regular bilateral meetings with the team under his/her supervision.

4. MONITORING, EVALUATION AND REPORTING

S/he:

▸ Submits monthly situation report to Area Coordinator and ensure proper submission of monthly reports by the Project Managers

▸ Supervises and support the Project Managers in their monthly reporting tasks to ensure the submission of timely and quality reports.

▸ Under the supervision of the Area Coordinator, and with the cooperation of the MEAL department ensures effective and timely data collection related to the indicators listed in the log frames

▸ Reports to the Area Coordinator on meetings, project activities and any other relevant information

▸ 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 and time available)

▸ Works closely with the technical coordinators 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.);

▸ Collaborates with the Area Coordinator and the MEAL Coordinator 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.

5. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

S/he:

▸ Under the direction of the Area Co, represents PUI in the technical working group to support project manager on specific issues

▸ Liaises with partners at field level about the technical approaches developed.

▸ Participate in meetings with all relevant stakeholders, including but not limited to local authorities, UN agencies, I/NGOs to ensure smooth coordination and implementation of PUI activities in Anbar.

▸ Initiate at field level technical discussion with other humanitarian stakeholders in order to develop technical advocacy for development and implementation of relevant technical approaches to address optimally the humanitarian needs.

6. ASSIST AREA CO TO ENSURE SECURITY OF ASSETS AND PERSONS

S/he:

▸ Ensures that any security related information collected at filed level or during external coordination meeting are reported to the Area Co.

▸ May act as backup Security Focal Point for CSI in the absence of the Area Co

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	▸ Master degree in a field related to Project Management, international development and/or social sciences	▸ Technical skills in Health, Protection, WASH or Shelter
PROFESSIONAL EXPERIENCE ▸ Humanitarian ▸ International ▸ Technical	▸ Minimum of 3 years in the areas of program development, project management, donor reporting and grant compliance; ▸ At least 2 years' experience as a Humanitarian Project Manager	▸ Previous work experience in Iraq or Middle East ▸ Previous experience in Health, Protection, WASH or Shelter related project ▸ Experience with PUI
KNOWLEDGE AND SKILLS	▸ Strong Knowledge of Project Management methodology and cycle;	▸ Detailed knowledge of donors (BPRM, ECHO, OFDA, AFD, CDC, UN agencies, etc)
LANGUAGES	▸ Excellent command in speaking and writing in English	▸ Working knowledge in Arabic ▸ Working knowledge in French
SOFTWARE ▸ Pack Office ▸ Other (to be specified)	▸ 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;

▸ 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.

Conditions

Status

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

Compensation

▸ **MONTHLY GROSS INCOME**: from 2,200 up to 2,530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

▸ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines…

▸ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation

▸ **HOUSING IN COLLECTIVE ACCOMMODATION**

▸ **DAILY LIVING EXPENSES (« PER DIEM »)**

▸ **BREAK POLICY :** 5 working days at 3 and 9 months

▸ **PAID LEAVES POLICY :** 5 weeks of paid leaves per year + return ticket every 6 months