

JOB DESCRIPTION

Preliminary Job Information	
Job Title	FIELD COORDINATOR
Country & Base of posting	HODEIDA, YEMEN
Reports to	HEAD OF MISSION
Duration of Mission	9 months

General Information on the Mission
<p>Context</p> <p>Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, or those 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 a 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 6 million people in 23 countries across Africa, Asia, the Middle East, Eastern Europe and France.</p> <p>General Context</p> <p>The conflict in Yemen started in 2014 with an internal political crisis which, later on, degenerated into an open war between northern-based Houthi Movement, and forces loyal to the official government, led by President Abdrabbuh Mansour Hadi. In March 2015, violence escalated when a Saudi-led coalition launched military operations to restore the official government and stop the Houthi-Saleh alliance, who already controlled Sana'a and advanced on Aden. The Saudi intervention led to a stalemate in which the country largely remains as per now. The war also escalated on the economic front as the Saudi-led coalition declared a blockade on large portions of the country still controlled by the Houthis.</p> <p>At this stage the country is basically divided in two parts, with the frontline recalling the division between People's Democratic Republic of Yemen in the South and Yemen Arab Republic in the North before they were unified into the Republic of Yemen in 1990. While Houtis in the North are the only De Facto Authority, with a quite tight control on the territory, the situation in the South is much more fragmented, with several actors fighting for military and political control. The Internationally Recognized Government, most of whose members are actually in Saudi Arabia, struggle to control Aden and the other territories. The Southern Transitional Council has the most of the control in Aden and surroundings, while Tareq Saleh's National Resistance and other militias are gaining a tighter control on the West Coast. The so-called Riyadh agreement was signed in November 2019 between the Saudi-backed IRG and the STC supported by the United Arab Emirates, but it is currently stalled and no progress has been made. This led to a surge of insecurity in Aden, where the situation is tensed and security volatile.</p> <p>The conflict has led to devastating consequences for a population already highly vulnerable. The intervention of the Saudi-led coalition in March 2015 translated into a severe aggravation of the humanitarian context. The disruption of the commercial and humanitarian imports, the displacement of populations, the disrupted market system, the loss of livelihoods and incomes, the damage on the private and public infrastructures, and the general destabilization of the public system contributed to widespread food insecurity, malnutrition and a serious lack of access to health. As a result, according to last OCHA Situation Report (April 2020) an estimated 21.4 million people in Yemen (80 per cent of the entire population) need some kind of humanitarian or protection assistance, including 14.3 million who are in acute need. Over 230 of Yemen's 333 governorates are food insecure. Conditions in these districts are the worst in the country: 103 districts are at risk of famine; 41 districts have malnutrition rates above 15 per cent; 54 districts have acute WASH deficits; and 46 districts are at high risk of cholera.</p>

Intensifying conflict has compromised access to health care while there are ongoing risks of cholera, malaria, dengue and other disease outbreaks; only 50 per cent of health facilities in Yemen are functioning, and services are restricted further by intermittent electricity and power outages across the country. Finally, the increasing difficulties of food supply in the country and, more importantly, the ongoing collapse of the rial, which severely impacts the price of basic commodities, raise the possibility of a large-scale problem of access to food in Yemen.

The dire situation is currently (May 2020) exacerbated by the fear of a covid-19 outbreak which would be potentially catastrophic for a population exhausted by 5 years of conflict with acute levels of vulnerability, some of the lowest levels of immunity across the population and a very fragile and - in many places, broken - health system" which would make the spread of COVID-19 in Yemen faster and wider than in other countries.

PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer-term community-based approach in Hodeidah and extended its activity in Raymah Governorate. In 2019, PU-AMI opened a base in Mokha, Taiz governorate.

Since the beginning of the current crisis in 2014, PUI has progressively developed a core field of intervention based on an integrated approach in order to contribute to tackle one of the main issues faced by the conflict affected population in Yemen: acute malnutrition and access to health care.

This integrated approach currently includes:

- ▶ The direct provision or the support to **Primary Health Care (PHC)** services, including Integrated Management of Childhood Illness (IMCI), Sexual and reproductive Health care (SRH) Antenatal and Postnatal Care (ANC & PNC), Vaccination, Health and hygiene Promotion.
- ▶ The management of Outpatient Therapeutic Programs (OTP) and Supplementary Feeding Programs (SFP) for **Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases**.
- ▶ The support to standard safe **Water, Sanitation and Hygiene services in Health facilities**
- ▶ The **distribution of Food Baskets for households with SAM cases**.
- ▶ Community mobilization, health nutrition education.
- ▶ Capacity building of health workers on-the-job and through training and workshops

PUI is also positioning itself in influencing positions, through effective participation to clusters and sub-clusters (health, nutrition, food security, WASH) and working closely with relevant government departments at all levels (Sana'a, Aden, governorate and district levels).

While the activities in Hodeidah and Rayma governorates are quite developed, Mokha base is operational for less than one year and still consolidating the setup, with a high potential for growth and further development.

Configuration of the Mission

BUDGET FORECAST 2020	7 000 000 EUR
BASES	Coordination: Sana'a Operations: Hodeidah; Mokha
NUMBER OF EXPATRIATES	13
NUMBER OF NATIONAL STAFF	90
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, OFDA, WHO
ACTIVITY SECTORS	Nutrition, Health, Food Security, WASH in Health, MHPSS

EXPATRIATE TEAM ON-SITE	<p>Expatriates in Sana'a Coordination</p> <p>HoM • DHoMP • Log Coordinator • Health Coordinator • Admin Coordinator • Grants Officer</p> <p>Expatriates in Hodeidah Base</p> <p>Field Coordinator • Deputy Field Co • Base Log (Open) • Base Admin</p> <p>Expatriates in Mokha Base</p> <p>Field Coordinator • Base Log/Admin • Health PM</p> <p>Opening of a coordination in Aden</p> <p>Area Coordinator (open)</p>
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Job Description
Overall objective
The Field Coordinator is responsible for the proper functioning of the project site, and proper implementation of programs developed on that site.
Tasks and Responsibilities
<ul style="list-style-type: none"> ▶ Safety: He/She is responsible of the safety and security of the site, as well as people and properties in close coordination with the HoM. ▶ Programs: He/She coordinates the teams, and ensures proper implementation of programs on the site, under the supervision of his/her immediate supervisor. ▶ Human Resources: He/She supervises all of the teams at the site, as well as national and international staff. ▶ Logistical, administrative and financial support: He/She oversees the logistical, administrative and financial components at the site for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics Coordinator, and the Administrative and Financial Coordinator of the mission. ▶ Representation: He/She represents the organization before the partners, authorities, and various local actors operating in the area where his/her base is located. ▶ Coordination: He/She centralizes and disseminates information from/to the site, and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the immediate supervisor. ▶ Assessment/ Strategy: He/She participates in strategy development and proposes new interventions in function of needs identified in his/her field of operations.
Specific Goals and Related Activities
<p>1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE</p> <ul style="list-style-type: none"> ▶ He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both expatriates and locals). ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent. ▶ He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries. ▶ He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.

- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programs on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ He/She ensures proper filing of all documents produced in the context of the project(s), and ensures the availability of the verification sources mentioned in the proposals.
- ▶ He/She proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ He/She is involved in identifying needs on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI.
- ▶ He/She participates in the Strategy development exercise of the mission.

3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE SITE

- ▶ He/She supervises all national and international teams on the site.
- ▶ He/She guides the work of the expatriates at the site, tracks the realization of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- ▶ He/She is in charge of administrative management of local personnel, in particular, payroll operations, monitoring absences, constructing, updating and archiving administrative files of personnel.
- ▶ He/She makes sure that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She assumes or delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She completes training programs for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions...).
- ▶ He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor.
- ▶ He/She prepares the job profiles of local staff under his/her immediate supervision, endorses job profiles of local staff drafted by the Technical Managers at his/her site, and forwards them for endorsement to the AFC, and to any other potentially relevant party, (depending on the position).
- ▶ He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the FAC.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve dispute.
- ▶ He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITE

- ▶ He/She ensures that the needs of the site are met (support, programming) and makes the needs known to the Admin & Financial Coo each month, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets.
- ▶ He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.
- ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.
- ▶ As regards budgetary monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Admin & Financial Coo.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the Admin & Financial Coo according to the agreed calendar.
- ▶ Together with the Admin & Financial Coo, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the Admin & Financial Coo, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE

- ▶ He/She represents the association before local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI's principles of neutrality and independence.
- ▶ He/She attends main coordination meetings when they take place, and participates actively.
- ▶ In the event of visits from Donors, he/she participates in the organization and implementation of the visit.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She is responsible for writing donor reports for programs implemented on his/her site; reports which are wholly or partly drafted by him/her (involving consolidation of technical sections drafted by the technical managers and/or resource persons on his/her site).
- ▶ He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports).
- ▶ He/She organizes the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc Situation reporting).
- ▶ He/She attends internal coordination meetings and participates actively.

Focus on 3 priority activities relating to the context of the mission

- 1) **Redeploy Hodeida expatriate team** in the field, according to the context.
- 2) Continuation of the **staff 's capacity building**, especially Activity and Program Managers
- 3) **Deployment** of the new mission's security plan.

Team Management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management: 5

This position is managed by:

- ▶ Line management: Head of Mission

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Bachelor/Master in and International Relations, Political Science or similar. 	<ul style="list-style-type: none"> ▶ Project Management ▶ Training in public health / Agric / Water, sanitation / Other... ▶ Financial Management ▶ Logistics...
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ 2 years minimum; experience in safety management ▶ International Experience ▶ Technical Experience 	<ul style="list-style-type: none"> ▶ Experience in a ME country
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Security Management ▶ Project Management ▶ Team Management ▶ Excellent skills in terms of external relationships 	<ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...)
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<p style="text-align: center;">X</p>	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)	
	<ul style="list-style-type: none"> ▶ Ability to work independently while taking initiatives and showing a sense of responsibility ▶ Ability to live in a closed off environment ▶ Ability to withstand pressure ▶ Sense of diplomacy ▶ Analytical skills ▶ Capacity to adapt and showing organizational flexibility ▶ Organization, rigor and ability to meet deadlines ▶ Ability to work and manage affairs professionally and with maturity ▶ Ability to represent the activities and the mandate of PUI before local authorities ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies ▶ Strong listening and negotiation skills ▶ Good people and communication skills ▶ Ability to remain calm and level-headed ▶ Patience and Sense of humor
Other	
Ability to implement various intervention strategies based on difficult security, logistics, humanitarian contexts, and ability to adapt quickly while responding to new constraints (security, logistics)	

Conditions	
Status	
	▶ EMPLOYED with a Fixed-Term Contract
Salary package	
	▶ 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	
	<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 : 5 working days every 2 months + break allowance ▶ PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months