

JOB DESCRIPTION

Preliminary Job Information	
Job Title	HEAD OF MISSION
Country & Base of posting	KHARTOUM, SUDAN
Reports to	EMERGENCY OFFICER
Duration of Mission	7 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 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.</p> <p>The association leads in average 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.</p> <p>Crisis context</p> <p>Sudan and South Sudan are affected by long-term tensions over the borders and oil resources. An new armed conflict erupted in 2011, pitting the Sudanese armed forces against the SPLM-North insurgents who have taken refuge in the Nuba Mountains. This rebellion led to the creation of the Sudan Revolutionary Front, bringing together rebel groups from Darfur, South Kordofan and the Blue Nile.</p> <p>The conflict has led to the fragmentation of South Kordofan into government-controlled areas, mainly the plains, and SPLM-controlled territories, generally in and around the highlands (or Nuba Mountains). These positions have not changed significantly, despite numerous offensives launched by both sides, violating the ceasefire signed in 2016.</p> <p>The revolution of 2019 and the fall of Omar al-Bashir allowed the beginning of a round of political negotiations under the aegis of South Sudan, as well as a ceasefire. These steps led to a partial lifting of the restrictions on movement that had been imposed on the populations. These significant developments have also led the Government to allow humanitarian actors to access to South Kordofan, both in areas controlled by the central government and in areas controlled by SPLM-N forces, although access to the latter remains restricted.</p> <p>However, the continuing political tensions in the Sudan, as well as the current economic crisis, have a direct impact on the living standards of the Sudanese. The maintenance of the country on the American blacklist of states supporting terrorism represents a major obstacle to the country's economic recovery and the health crisis linked to the COVID 19 epidemic is contributing to the worsening of the country's economic situation. In the face of galloping inflation, households are now spending more on basic necessities, neglecting other items considered of secondary importance such as education, health and drinking water.</p> <p>According to UNOCHA, 77% of households spend more than a half of their budget on food purchases. More and more people are unable to meet their own needs, and this problem impacts first and foremost the most vulnerable groups of people, including refugees and displaced persons. According to UNOCHA, 2.7 million children suffer from acute malnutrition.</p> <p>The successive economic and political crises have reinforced the context of humanitarian crisis in Sudan. Still According to UNOCHA, 9.3 million people will need humanitarian assistance in 2020, i.e. 23% of the country's population, compared to 5.4 million in 2015 ; the economic crisis has pushed several million Sudanese into poverty and worsened the situation of already vulnerable people.</p> <p>The humanitarian needs have grown : malnutrition and undernutrition are still present, unemployment and lack of resources in the countryside are pushing people to settle on the outskirts of towns, thus reinforcing the inability of public services to meet their needs.</p> <p>Besides, the context of political and economic instability has contributed to an increase in banditry, violence and tensions between communities. Occasional attacks on populations push people to flee in search of safety.</p>

PUI's strategy/position in the country

Première Urgence Internationale is an NGO resulting from the merger of Aide Médicale Internationale (AMI) and Première Urgence (PU) in 2011. AMI arrived in Darfur in 2004 with primary health actions. The project consisted of support to health centers and the deployment of mobile clinics. Then in 2006, AMI expanded to Shaeria and Kazanjedeed. In 2005, AMI also started primary health activities in Ed Al Fursan, again in close collaboration with the Ministry of Health. In 2009, AMI had to close the mission. However, whether through PU or AMI before 2011, PUI has always been present in the region in Chad, especially since 2004, mainly in the East in the Ouaddai region where PUI is developing an integrated strategy to fight malnutrition, by acting as much as possible on its short, medium and long term determinants through primary health and food security interventions. In addition, PUI was present in Southern Sudan from 2013 to the end of 2019. PUI was implementing health and nutrition activities in Aweil North County, in Lol State (formerly Northern Bahr el Ghazal). The program consisted of support to nutritional sites and support to the primary health care center in Majak Kaar. Finally, PUI has been present in Libya since the beginning of 2017 through a program of mobile clinics in the Benghazi region. These various projects in the region aim to improve access to health care by providing medical treatment and primary health care.

Witnessing the lack of humanitarian aid in South Kordofan, PUI conducted assessment missions in January and February 2020 that confirmed and identified the existing needs in this region.

Considering the results of this last assessment, PUI wants to contribute to the sustainable improvement of the coverage of the population's basic needs by reducing mortality and morbidity of the populations affected by the crisis in Sudan through an integrated approach.

Thus, PUI, in consortium with TGH in lead, recently submitted a project to support the sustainable recovery of basic services in the sub-district of El Abbasiya in South Kordofan to the Crisis and Support Center (CDCS). The project will be implemented through, on the one hand, school infrastructures rehabilitation activities, EHA activities, the setting up of a mobile clinic to support the displaced populations and, on the other hand, the distribution of educational and health facilities. PUI also wishes to emphasize training of community health workers and the strengthening of local capacities to support health centers. The project should start in September 2020.

For 2020, the major objective of PUI and TGH is to bring about strong sectoral improvements in Health, Education and Water, Hygiene and Sanitation in several villages of Al Abbasiya sub-district (South Kordofan).

In this context PUI is looking for a strong and experienced head of mission.

Configuration of the Mission

BUDGET FORECAST 2020	600 000 EUROS
BASES	KHARTOUM
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	19
NUMBER OF CURRENT PROJECTS	1 – Mission opening
MAIN PARTNERS	CDCS
ACTIVITY SECTORS	Health (–for PUI) WASH, Education, Nutrition (for TGH)
EXPATRIATE TEAM ON-SITE	Head of mission, logistics coordinator, administrative and financial coordinator, field coordinator, health coordinator

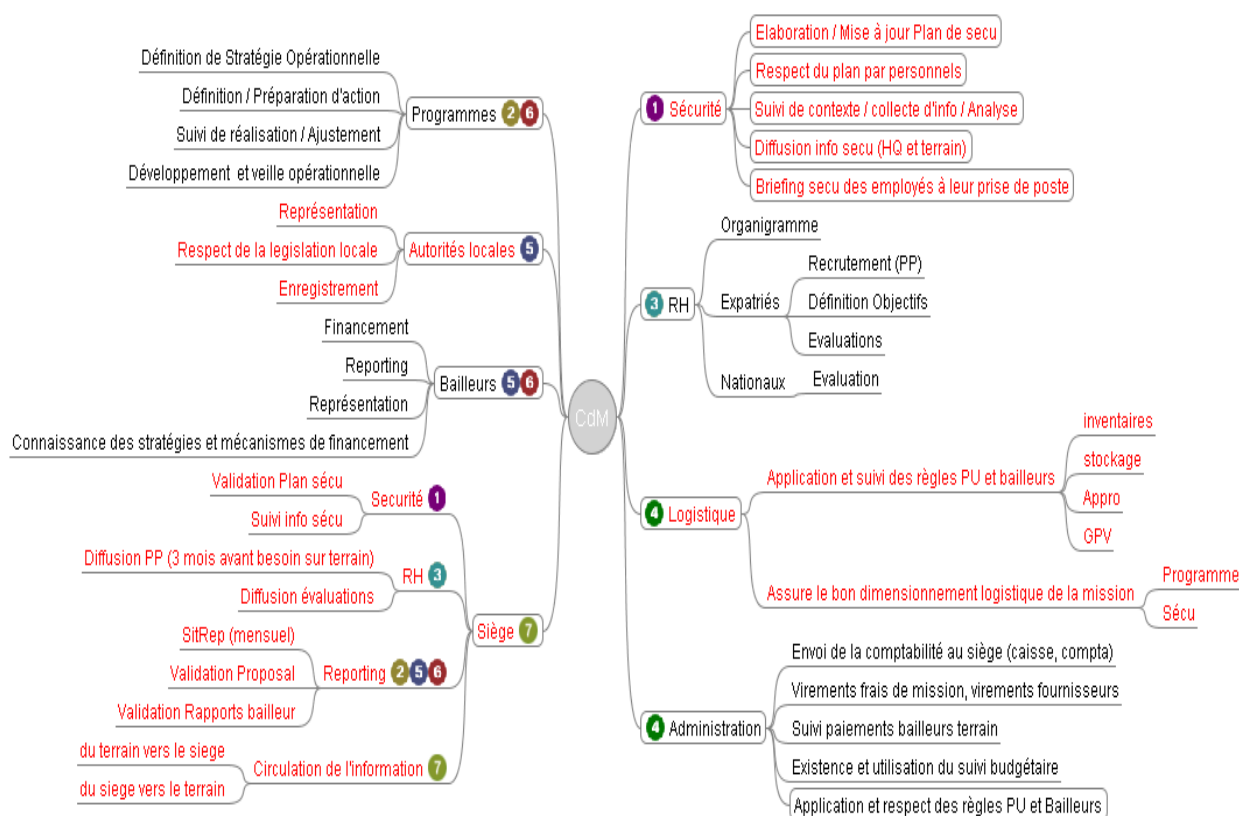
Job Description

Overall objective

The Head of Mission is responsible for the smooth functioning and the development of the mission.

Tasks and Responsibilities

- ▶ **Safety & Security:** S/he is responsible for the safety & security of the mission.
- ▶ **Programmes:** S/he coordinates the teams and ensures that the programmes implemented on the mission are properly carried out. S/he also monitors needs and suggests new operations and development tracks for the mission.
- ▶ **Human Resources:** S/he ensures that the mission is adequately staffed and supervises the teams (defining objectives, follow-up).
- ▶ **Logistical, administrative and financial monitoring:** S/he ensures that logistical and administrative practices in place respect PUI procedures and formats and are in compliance with donors' rules and regulations.
- ▶ **Medical and technical monitoring:** S/he ensures that medical and technical practices respect PUI's procedures and formats and are in compliance with PUI's operational framework and policy.
- ▶ **Representation:** S/he represents the association in its relations with partners, donors, the media and different authorities.
- ▶ **Relations with Headquarters:** S/he ensures that information is properly circulated between Headquarters and the field and ensures that due dates are respected.



Specific Goals and Related Activities

1. ENSURING THE SAFETY & SECURITY OF GOODS AND PEOPLE

- ▶ S/he ensures the PUI's safety & security management procedures and formats are in place throughout the mission.
- ▶ S/he ensures that safety & security plans for each base and the mission are up-to-date, known to and understood by everyone (expatriates and nationals).
- ▶ S/he ensures that material and personnel resources are sufficient to ensure the optimal safety of the teams, the material and the beneficiaries.

- ▶ S/he ensures that in case of a security incident, the information concerning the incident is communicated, without delay, to the Desk Officer and in accordance with the existing format.
- ▶ S/he ensures that safety & security information is properly collected, analysed and that alerts or important information is effectively communicated (to the Headquarters and the field).

2. ENSURING PROGRAMMES ARE PROPERLY CARRIED OUT AND SUGGESTING NEW OPERATIONS

- ▶ S/he ensures that programmes are properly carried out (targets, monitoring of indicators, respect of activity schedules, budgetary follow-up and contractual reports, etc).
- ▶ S/he alerts the Desk Officer and the Program Coordinator in cases where there is a delay associated with a programme and suggests changes which could be made (in terms of activities, operation area, budget, schedule by which the programme is carried out, etc).
- ▶ S/he establishes a formal coordination system on the field (inter-departmental meetings, reports, etc.) and ensures that this coordination system is implemented on each base.
- ▶ S/he suggests new operations and has them authorized by the Desk Officer before submitting them to donors. The documents associated with these new operations should be complete, should respect PUI's internal procedure, should follow the Donor's template and shall be sent to the Headquarters for validation. S/he makes sure that the aforementioned documents subscribe to PUI's mandate and to its operation policy and are in accordance with the strategy of the mission.
- ▶ When new operations are outlined, S/he ensures that operational means are well defined in order to allow for the programme and its subsequent monitoring to be well carried out.
- ▶ S/he initiates, organizes and ensures that the mission strategy is prepared, in coordination with expatriate and local teams as well as with the Headquarters.
- ▶ S/he ensures that departmental action plans are effectively carried out and monitored and are on track to achieve the results defined within the framework of the mission programming.

3. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS ON THE MISSION

- ▶ S/he supervises all local and international teams on the mission.
- ▶ S/he defines the mission organization chart and submits it for validation to the Desk Officer.
- ▶ S/he may be involved in the recruitment process of the members of his/her team. S/he is informed of every decision to end an employment contract.
- ▶ S/he defines the objectives of each expatriate at the beginning of the mission and checks them regularly during, and at the end of the mission.
- ▶ S/he ensures that each member of staff (local and international) is evaluated at least once during the mission by his/her direct superior.
- ▶ S/he briefs, or has someone else brief, each new member of staff, when they take on the job, on the context, the programmes and the strategies of the mission, as well as safety regulations, logistical and administrative procedures, financial management and human resources and the use of communication means.
- ▶ S/he participates in the training of expatriate or local staff (organizational, methodological and potentially technical support, organization of trainings, etc) and recommends internal or external training actions.
- ▶ S/he prepares, or has someone else prepare, the job descriptions of expatriates who need to be replaced or hired and communicates them in good time to the Headquarters (ideally at the time when a new project proposal is sent to the Headquarters or 3 months before the replacement of an expatriate).
- ▶ S/he is particularly sensitive to managing the team's stress. S/he monitors and authorizes holidays and also mediates potential conflicts, seeking appropriate support in case of an incident.
- ▶ S/he ensures PUI's Internal Regulations are respected.
- ▶ S/he protects PUI's image in the country and thus makes sure the entirety of the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.

4. ENSURING THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF THE MISSION

- ▶ S/he gives his/her consent for local aid purchases and submits some purchase requests to the Desk Officer for approval (in accordance with internal and donors rules).
- ▶ S/he ensures that the PUI's logistical procedures (or those of the donor if they are stricter) are in place and monitored, especially for supplies, stock, management of the car park, etc.
- ▶ S/he ensures that a procurement plan (which respects the PUI's and the donor's format and rules) is prepared for each project and that it is updated as purchases are made.
- ▶ S/he supervises infrastructure and the entirety of the equipment on the mission (vehicles, IT equipment, office equipment, radio-communication and telecommunication equipment) and ensures they are properly utilized.
- ▶ S/he ensures that the PUI's administrative procedures (finance, HR, etc.) are in place and monitored.
- ▶ S/he is responsible for general cost optimization and ensures the financial supply of the mission (transfer requests, mission fees and payment of suppliers).
- ▶ S/he ensures that the mission's accounting is sent to the Headquarters within the agreed timeframe.
- ▶ S/he ensures that the administration produces budget follow-ups for each project, that these follow-ups are made available and analyzed with the logistics department, program managers and technical managers.
- ▶ S/he informs the Headquarters of donors' transfers which are received on the field.
- ▶ S/he ensures that PUI respects national law (right to work, taxes, etc).
- ▶ S/he ensures that PUI is registered in the country of operation.

5. ENSURING THE TECHNICAL AND MEDICAL MONITORING OF THE MISSION

- ▶ S/he ensures the respect of medical and technical practices, in conformity with the mandate and operation policy of the association by guaranteeing a permanent connection between the different medical coordinator/officers and technical coordinator/officers with their counterparts at the Headquarters.
- ▶ S/he ensures that the strategy of the mission and the programmes respects the medical and technical regulation of the association.

6. ENSURING THE REPRESENTATION OF PUI

- ▶ S/he represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Officer in his/her periodical report, or ad-hoc when necessary.
- ▶ S/he participates in important coordination meetings and is an active attendee of these meetings.
- ▶ S/he is responsible for external communication in general and for contacts with the media.
- ▶ S/he may be called to travel within the region to meet PUI's partners.

7. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION

- ▶ S/he keeps his/herself informed of changes in the humanitarian and political context of the country and the region.
- ▶ S/he participates in the development of the mission by securing close contact with bilateral and multilateral donors, of whom S/he knows the policy (operation strategy, financing policy and modalities, in compliance with the Associative Project of the PUI).
- ▶ S/he communicates the Mission Strategy (in external version) to the donors so that they know PUI's activities and positioning.
- ▶ S/he is responsible for the development of the mission. Thus, S/he ensures humanitarian supervision and launches new assessments in accordance with needs.
- ▶ S/he may be called for ad-hoc support in the region.

8. ENSURING RELATIONS WITH THE HEADQUARTERS

- ▶ S/he is the main link between the Headquarters and the mission.
- ▶ S/he sends internal and external reports to the Headquarters, respecting internal validation timeframes (sitrep, accident report) and external contractual due dates (project reports).
- ▶ S/he has security plans validated by the Desk Officier and consults him/her for any decision concerning security.
- ▶ S/he regularly takes stock of each expatriate team member and defines his/her needs in terms of positions to fill (timing, profile, personality, etc.) with the HR manager.
- ▶ S/he ensures information from the Headquarters is circulated on the field and vice versa (monthly and ad-hoc sitrep).
- ▶ S/he participates annually to the Missions' Week at the Headquarters, where s/he makes improvements and development suggestions for PUI.
- ▶ S/he ensures the link between the mission's medical coordinator and the medical department at the Headquarters.

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

- ▶ Coordination of the mission opening and launch of the project with a focus in logistic and administrative aspects
- ▶ Insertion of PUI as a humanitarian actor in Sudan (representation and integration of the organization to the structures of coordination)
- ▶ Development of PUI strategy in Sudan for 2020 and implementation of an operational development action plan
- ▶ Development of safety regulations

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project management ▶ Education in Public Health / Other ▶ Financial Management ▶ Human Resource Management ▶ Logistics and Security
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Minimum 3 years of humanitarian experience in project coordination. ▶ Successful experience in expatriate team management and multi-sector programmes. 	<ul style="list-style-type: none"> ▶ Previous experience as Head of Mission in an NGO or OSI₂ ▶ Experience with PUI ▶ Experience in security management ▶ Experience in project progression.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Team management ▶ Project management ▶ Detailed knowledge of the donors (OFDA, ECHO, UN agencies, EuropeAid, AAP...) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances.
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	<p>X</p> <p>X</p>	

SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Leadership skills and the ability to make decisions ▶ Trustworthiness and a sense of responsibility ▶ Charisma and the ability to awake enthusiasm for the work the project involves ▶ Ability to use authority, when necessary ▶ Analysis and synthesis abilities (discernment, pragmatism) ▶ Ability to adapt ▶ Organisational skills, ability to be thorough and respect due dates ▶ Strong listening and negotiation skills ▶ Good people and communication skills ▶ Ability to remain calm and level-headed ▶ General ability to resist stress and particularly in unstable circumstances 		
Other		
<ul style="list-style-type: none"> ▶ <u>Mobility</u>: Extensive travel may be required 		

Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Salary package
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 915 up to 3 245 Euros depending on your experience in International Solidarity + an additional €50 per semester of seniority with PUI
Costs Covered
<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 at 3 and 9 months + break allowance ▶ PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months