

JOB DESCRIPTION

Preliminary Job Information

Job Title	LOGISTICIAN/ADMINISTRATOR BASE - MOKHA
Country & Base of posting	MOKHA– YEMEN (WITH MOVEMENTS TO ADEN)
Reports to	MOKHA FIELD COORDINATOR
Duration of Mission	9 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. 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 190 projects a year in the following sectors of intervention: Food Security, Health, Nutrition, Construction and Rehabilitation of infrastructures, Water, Sanitation, Hygiene and Economic Recovery. PU-AMI is providing assistance to around 5 million people in over 20 countries across Africa, Asia, the Middle East, Europe.

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, allied to former President Saleh, 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. The fragmentation of power deepened in the end of 2017 and beginning of 2018, when the Houthi-Saleh alliance blew up, two months before the collapse of Aden's fragile balance between Hadi's supporters and Southern independentist forces.

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, especially after self-declaring in charge in late April 2020, while Tareq Saleh's National Resistance and other militias are gaining a tighter control on the West Coast, which goes from Southern Hodeidah governorate towards the South until Lhaji governorate and the West in Taiz governorate. 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 (July 2020) stalled and no progress has been made. This led to a surge of insecurity in Aden, where the situation is tensed and security volatile.

The conflict has led to devastating consequences for a population already highly vulnerable. Before the civil war erupted, Yemen was already enduring a humanitarian crisis with 15.9 million people in need of humanitarian assistance, recording one of the highest rates of malnutrition in the world. 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.

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 (July 2020) exacerbated by the covid-19 outbreak which is 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 is making the spread of COVID-19 in Yemen wide and largely under-reported.

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 around 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: Hodeida; Mokha
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	90
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	ECHO, OFDA, WHO, CDC
ACTIVITY SECTORS	Nutrition, Health, Food Security, WaSH in Health Facilities, MHPSS

EXPATRIATE TEAM ON-SITE	<p>Coordination in Sana'a: HoM, Deputy Head of Mission for Programs, Logistics Coordinator, Medical Coordinator, Admin Coordinator, Grants and Reporting Officer</p> <p>Expatriates in Hodeidah: Field Co, Deputy Field Co for Programs, Base Log and Base Admin</p> <p>Expatriates in Mokha: Field Co, Admin/Log Base Manager, H&N PM</p>
--------------------------------	--

Job Description

Overall objective

Under the responsibility of Mokha Field Coordinator, the Logistician-Administrator ("Log-Admin") is responsible for the proper functioning of the logistics and administration services of Mokha base in accordance with PUI and donor procedures.

Tasks and Responsibilities

- ▶ **Capacity building of the support team:** He/She trains and accompanies the Administrative and the Logistic team for the overall improvement of technical aspects, procedures and documentation within the scope of their responsibilities, in close relation with the coordination.
- ▶ **Human Resources:** He/She supervises the administrative management activities of the human resources on the base.
- ▶ **Administrative and financial follow-up:** He/She supervises the administrative and financial aspects on the base and ensures compliance with the related procedures and regulations.
- ▶ **Logistics:** He/She supervises the logistical operations, in particular ensuring the good management and documentation of all the supply chain activities at base level, organization of vehicular movement.

Specific Goals and Related Activities

1. ENSURE THE HUMAN RESOURCES MANAGEMENT OF THE BASE

- ▶ He/She ensures compliance with PUI's Internal Rules of Procedure at the site.
- ▶ He/She contributes to the organisation of recruitment (provisional planning, advertisement, applications, and interviews) for all departments.
- ▶ He/She participates in the hiring process and ensure the integration of new staff within the team.
- ▶ He/She implements HR rules, policies, procedures and tools at base level.
- ▶ He/She supervises the administrative management of local staff, in particular, payroll operations, monitoring absences, updating and archiving of personnel files.
- ▶ He/She organizes training programs for the local staff (logistical and administrative aspects) on an as needs basis.
- ▶ He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Head of Base, 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.

2. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

- ▶ He/She ensures the setting up and proper use of tools and procedures for financial, accounting and budget management
- ▶ He/She leads the budget monitoring of the ongoing programs at base level, and proposes adjustments when required.
- ▶ He/She ensures that accounting entries are completed and transmitted in compliance with internal PUI rules, and are properly documented. He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.
- ▶ In link with the FAC and the Field Coordinators, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ He/She ensures the cost optimization; and for the use of budget tracking to achieve this, ensuring adequate financial resources for the running of the site.
- ▶ As regards to 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 the Head of Base and to the FAC.
- ▶ He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

3. ENSURE LOGISTICS MANAGEMENT OF THE BASE

- ▶ He/She ensures the supply of the mission (support and programming) and addresses needs on a monthly basis, ensuring that internal procedures and donors 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 ensures the 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 ensures that Logistics Assistant organizes the movement of vehicles on a weekly basis.
- ▶ He/She ensures that all the storekeeping and transportation activities are implemented at base level in compliance with PUI procurement procedures and donors' guidelines, and are properly documented.
- ▶ He/She ensures proper and timely delivery of all purchases planned for the operational sites.
- ▶ He/She ensures that all the assets affect to his/her base are properly used and registered in compliance with PUI procedures and donors' guidelines, and are properly documented.
- ▶ Under the supervision of the Field Coordinator, He/She participates in the security and safety of all PUI premises ensuring availability and maintenance of appropriate material and participating in the design of procedures and documentation in preparation for all security scenarios.

4. REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She is the main focal point for Program Managers/Activity Managers at base level for any logistics and administration related issues.
- ▶ On support issues, He/She ensures the technical coordination between the base and Sana'a Coordination.
- ▶ He/She ensures the proper dissemination and archiving of all relevant documentation for logistics and administration, in compliance with PUI procedures and donors' guidelines.
- ▶ He/She participates in the weekly base meetings and provides clear updates for his/her departments.

- ▶ He/She writes or participates in the drafting of internal activity reports for all the financial, budgetary, accounting, HR, administrative, logistical and legal management of the mission.
- ▶ He/She participates in the drafting of project documents by providing technical support (HR, costing, estimation of needs) and prepares procurement plans with the people concerned.
- ▶ He/She participates in the drafting of donor reports (equipment lists, verification of operating costs, etc.)
- ▶ Externally, he/she represents PUI with the legal, fiscal, logistic and administrative authorities (Labor Inspectorate, Tax Department, collecting agencies, equipment registration, customs, etc.). He/She also develops and maintains relations with the other NGO with regard to administration, donors, human resources and for all logistical and security issues.

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

- ▶ Consolidation of processes after many months of remote management. Audit of HR and finance documentation. Purchase files check. Organization of the archiving process. Improve the support team's capacity to foresee and to plan autonomously.
- ▶ Consolidate the supply chain part with creation of framework agreement, price catalog and supplier database (Aden and Mokha)
- ▶ Preparedness for a potential scale up of Mokha office (emergency response/cholera outbreak...)

Team Management

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

- ▶ Direct management: Finance/HR Officer and Logistics Officer (local staff)
- ▶ Indirect management: Finance/HR Assistant, Logistics Assistant, Guards, Cleaner/Cook, Drivers (supplier's staff)

This position is managed by:

- ▶ Line management: Field Coordinator
- ▶ Functional link: Logistics Coordinator, Finance and Administrative Coordinator

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Financial Management ▶ HR Management ▶ Logistics 	<ul style="list-style-type: none"> ▶ Project Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 2 years ▶ Experience in Team Management 	<ul style="list-style-type: none"> ▶ Experience in a ME country

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Great autonomy ▶ Diplomacy and patience to deal with national administration ▶ Solution oriented ▶ Team Management ▶ Training / Capacity building 	<ul style="list-style-type: none"> ▶ Knowledge of procedures: ECHO, OFDA, CDC, CIAA, and UN
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	English	Arabic
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	Pack Office (with thorough knowledge of Excel)	Saga
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 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 ▶ General ability to resist stress and particularly in unstable circumstances 		

Conditions

Status

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

Salary package

- ▶ **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** : 5 working days every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months