

JOB DESCRIPTION

Preliminary Job Information	
Job Title	DEPUTY HEAD OF MISSION FOR PROGRAMS
Country & Base of posting	SYRIA / DAMASCUS
Reports to	HEAD OF MISSION
Duration of Mission	12 months

General Information on the Mission	
<p>Première Urgence Internationale 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. The association leads in average 200 projects per 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 22 countries – in Africa, Asia, Middle East, Eastern Europe and France. The worsening of the situation in Syria over the past 8 years has led to massive population displacement inside and outside Syria.</p>	
<p>Humanitarian Context</p> <p>The worsening of the situation in Syria over the past 10 years has led to massive population displacement inside and outside Syria. Continued humanitarian assistance is required in terms of health, food, NFIs, shelter, WaSH, education and livelihoods in order to improve the living conditions of the estimated 13.5 million people in need in Syria (OCHA, 2018). The Syrian Arab Red Crescent (SARC), RC/RC movement, UN Agencies, national NGOs and INGOs are providing relief to the crisis-affected Syrian population all over the 14 Governorates.</p>	
<p>PUI's strategy/position in the country</p> <p>The current operational strategy for Première Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.</p>	
<p>History of the mission and current programs</p> <p>Based on twelve years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately the population of Syria affected by the crisis, PUI has played an important role in responding to the needs of the population within eleven governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia, Dera'a, Deir Ez Zour, Raqqa and Idlib) and through the following interventions:</p> <ul style="list-style-type: none"> ➤ Rehabilitation of collective and private shelters, ➤ Rehabilitation of infrastructure ➤ Emergency and Early Recovery WASH interventions ➤ Education support for conflict-affected populations (remedial classes, school rehabilitations, free exam preparations, summer class activities, community based initiatives and psychosocial support), ➤ Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit (PTK), Small Business grants) 	
Configuration of the Mission	
BUDGET FORECAST 2021	10.000.000 EUROS
BASES	DAMASCUS / ALEPPO / LATAKIA / HOMS / DERA'A / DEZ
NUMBER OF EXPATRIATES	4
NUMBER OF NATIONAL STAFF	140

NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	OFDA, UNHCR, OCHA, ECHO, SDC
ACTIVITY SECTORS	Infrastructure, WASH, Education, Livelihood
EXPATRIATE TEAM ON-SITE	Damascus, Syria: 1 Head of Mission 1 Deputy Head of Mission for Program 1 Program Quality Coordinator 1 Deputy Head of mission for Accountability

Job Description

Overall objective

Based on the evolution of the structure, the Deputy Head of Mission – Programs ensures the effective, efficient implementation of all activities from a comprehensive project cycle management perspective (identification of needs, proposal making, planning, implementation, monitoring, reporting and communication). He/She supports the HoM in representation activities linked to programs.

Tasks and responsibilities

The Deputy HOM for Programs is responsible for the implementation strategy and supports operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance on reporting/documentation, but also to ensure timely, effective and compliant programming in accordance with internal and external principles/requirements. As an implementing organization, PUI places great importance on operational results, beneficiaries well-being and impact evaluation. Thus, the Deputy HOM for Programs plays a key role in overseeing monitoring, evaluation, accountability and learning.

Specific objectives and linked activities

1. LEADING THE TECHNICAL COORDINATION TEAM IN ENSURING TIMELY, QUALITY IMPLEMENTATION AND REPORTING (INTERNAL AND EXTERNAL) FOR PROGRAMS

- He/She ensures that programs (reaching objectives, monitoring of timetables, respecting activity schedules, budgetary monitoring, contribution to contractual reporting etc) are properly carried out and reports to the HoM / DhoMA and HANDS any problems faced.
- He/She alerts the HoM in cases where delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule etc).
- He / She ensures that all program related internal and external reporting is qualitatively and timely implemented. He/She is the person centralizing and leading all external reporting parts related to programs
- He/She develops and implement a program monitoring tool to be shared at mission and HQ level.
- He/She guarantees that the technical coordinators are following that personnel, financial and logistical resources are meeting programs needs, especially within the framework of new project suggestions. In the case of shortcomings, he/she alerts the support coordination team and the HoM / DHOMA / HANDS and participates in identifying solutions.
- He/She encourages effective coordination between the program departments and Accountability (at both coordination and field levels)
- He/she participates in internal coordination meetings (including security) and is an active attendee of these meetings.
- He/She ensures that program implementation frameworks respect PUI's procedures and formats and are in compliance with the PUI's operation policy.

2. LEADING THE DESIGN AND TECHNICAL DEPLOYMENT OF THE PROGRAMS MISSION STRATEGY

- He/She strongly contributes to the identification of areas/needs to assess and in the launching of relevant needs assessments in coordination with HANDS.
- He/She monitors the changing humanitarian needs at mission level and suggests to the HoM and DHoMA + HANDS operational and strategic orientations.
- He/She leads the proposal development processes at mission level.
- He/She leads the preparation of programs part of mission strategy.
- He/She ensures that the programs strategies respect the values of the organization.
- He/She ensures efficient information sharing regarding security and share it with the HoM and HANDS, as well as ensure the appropriate dissemination of alerts or important information.

3. SUPERVISING AND MANAGING LOCAL AND INTERNATIONAL PROGRAM TEAMS

- He/She is the direct manager of the technical coordinators and the indirect manager of all program staff at mission level.
- He/She is the line manager of the Grant and Meal departments.
- He/She writes and authorizes job descriptions.
- He/She carries out or delegates personnel interviews.
- He/She contributes to work meetings, mediates potential conflicts, and defines priorities and activity schedules.
- He/She is involved in the recruitment of the members of his/her team, and he/she participates in making a decision to end the contract of the members of his/her team.
- He/She supports the technical coordinators in scaling the program staff at coordination and base levels and may be involved in

related recruitment processes.
➤ He/She ensures and/or supervises the continued training and capacity building of all members of the program teams (organizational, methodological and potentially technical support)
4. ENSURING THE PROGRAM REPRESENTATION OF PUI
➤ In coordination with the HoM, DHoMA and HANDS he/she participates in external coordination and donor meetings and is an active attendee of these meetings.
➤ He/She coordinates the sectorial representation (with his/her teams) of the PUI among partners, donors and different authorities for the area which he/she is responsible for.
5. MAKING SURE PROCEDURES ARE RESPECTED AND FACILITATING THE LOGISTICS, ADMINISTRATIVE AND FINANCIAL MONITORING OF HIS/HER OPERATION AREA
➤ He/She makes sure that logistical, administrative and financial procedures are established and alerts the HoM and DHoMA if gaps are observed in order that corrective action may be taken.
➤ He/She ensures (in link with DHoMA) that program teams at all levels within the mission benefit from appropriate overall means
Focus on 3 priority activities related to the context of the mission
<ul style="list-style-type: none"> ▶ Ensure the stability and continuity of the PUI Syria mission program team ▶ In line with the PUI Syria mission strategy ensure the independence of the response (beneficiary focused) ▶ Ensure the MEAL and impact evaluation of the PUI Syria mission multiyear strategy
Team Management
<p>Number of staff to manage and their position (expatriate / national staff)</p> <ul style="list-style-type: none"> ▶ Direct management: 3 persons (1 expatriate) ▶ Indirect management: 100 persons ▶ Functional : This position is managed by the Head of Mission.

Required Profile		
Required knowledge and skills		
TRAINING	<ul style="list-style-type: none"> ▶ Project Management; ▶ Donor Rules & Regulations; 	Working in Insecure environments (ie Heat training)
PROFESSIONAL KNOWLEDGE & SKILLS EXPERIENCE,	<ul style="list-style-type: none"> ▶ Min. 5 years managing humanitarian projects in multi-sectors (among which at least 2 years in coordination role) ▶ Strong experience in donor project management (proposal, reporting, guidelines...) ▶ Extensive knowledge in donors including (OFDA, ECHO, SIDA, DFID, UN Agencies) ▶ Demonstrated experience in budget development and programs design, implementation & evaluation ▶ Experience in successfully managing institutional partnerships with national and international stakeholders ▶ Experience in establishing and maintaining collaborative relations with donors and government counterparts ▶ Min. 3 years managing team of international and national staff 	<ul style="list-style-type: none"> ▶ Previous experience with PU-I ▶ Ability to work in unstable circumstances
KNOWLEDGES AND SKILLS	<ul style="list-style-type: none"> ▶ English 	Arabic, French
PERSONAL SKILLS	<ul style="list-style-type: none"> ▶ Leadership skills and an ability to make decisions ▶ General ability to resist stress and in unstable circumstances particularly ▶ Ability to show authority, if necessary ▶ Analysis (discernment, pragmatism) and synthesis abilities ▶ Adaptability ▶ Organization, rigor and respect of due 	

	<p>dates</p> <ul style="list-style-type: none"> ▶ Great ability to listen and to negotiate ▶ Good people person and good communication skills ▶ Ability to remain calm and level-headed 	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ 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. ▶ Capacity to manage multi-donor, multi-sector and multi-location (governorates) projects. ▶ 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	<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Compensation	<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 420 Euros up to 2 750 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 INDIVIDUAL ACCOMMODATION ▶ DAILY LIVING EXPENSES (« PER DIEM ») ▶ BREAK POLICY: 5 working days at 2, 4 and 8 months of mission + break allowance ▶ PAID LEAVES POLICY: 5 weeks of paid leaves per year + return ticket every 6 months