

Preliminary job information

Job Title	DEPUTY HEAD OF MISSION FOR PROGRAMS
Country and Base of posting	YEMEN, SANAA
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT

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 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 in 21 countries across Africa, Asia, the Middle East, Eastern Europe and France.

The armed conflict has spread rapidly throughout much of Yemen since mid-March 2015, with devastating consequences for civilians. More than three years of violence has led one of the world's poorest countries into chaos. The disruption of the commercial and humanitarian imports as well as of the market system, the displacement of populations, the loss of livelihoods and incomes, the damage on the private and public infrastructure and the general destabilization of the public system have contributed to the widespread of food insecurity, malnutrition and to a serious lack of access to health. Today, according to the latest Yemen Humanitarian Needs Overview (HNO, 2019), it is estimated that approximately 24.1 million people in Yemen, about 80% of the population, are in need of humanitarian support, including 14.3 million in acute need, while 19.7 million people in Yemen require assistance to ensure adequate access to healthcare.

PUI's history in the country and intervention strategy

PU-AMI has been working in Yemen since 2007, through an integrated approach mainly focused on health and nutrition, coupled with food security and WASH activities, in order to combine an emergency response with a longer-term community-based approach. In 2020, PU-AMI introduced the combination of nutrition with MHPSS, currently piloted in a small number of Health Facilities.

PU-AMI currently supports several Health Facilities in Al Mansuryah, As Sukhnah, Al Mighlaf and Al Qanawis districts in Hodeidah Governorate and in Al Jabin, Mazhar and Bilad Al Ta'am Districts in Raymah Governorate in the North of Yemen; In 2019 an operational base was established in the South of Yemen, in Al Mokha District, located in Taizz Governorate where PU-AMI supports four health facilities.

HEALTH

In terms of health, PU-AMI supports the Ministry of Health in providing Primary Health Care services in different Health Facilities (HFs), both in Hodeidah, Raymah and Taizz Governorates, among which: Integrated Management of Childhood Illnesses (IMCI) and vaccination, reproductive health (Antenatal Care, Postnatal Care, family planning, institutional deliveries, mother and baby corners), medical curative consultations for all patients, and health education/promotion at community level by Community Health Volunteers (CHVs).

NUTRITION

In terms of nutrition, PU-AMI ensures the following: screening by CHVs at community level and by nurses at HF level in order to manage both cases of Moderate Acute Malnourished (MAM) Children Under 5 (CU5) and Pregnant and Lactating Women (PLW) as well as Severe Acute Malnourished (SAM) CU5; Infant and Young Child Feeding (IYCF) promotion by midwives at HF level and by CHVs at community level. Cases of SAM CU5 with complications are referred to Stabilization Centers (SC) either supported by PU-AMI or by any other organization/institution. The children can therefore benefit from in-patient treatment, including the provision of 3 meals a day for their caretakers.

FOOD SECURITY

PU-AMI distributes Food Baskets to HHs with at least one SAM case enrolled in Outpatient Therapeutic Program (OTP) in order to improve their household's nutritional status, but also monitor the cases after they are discharged and thus prevent any relapse.

WASH

PU-AMI currently works at health facility level, conducting urgent rehabilitation and/or improvement works, notably regarding water supply and sanitation systems while ensuring that Infection Prevention and Control measures are mainstreamed at all levels including waste adequate management. PU-AMI also supports health facilities in water quality testing. In parallel, PU-AMI implements some hygiene promotion activities, through for instance the delivery of hygiene kits and the conduction of hygiene awareness sessions.

PUI also ensures coordination with other key stakeholders, through effective participation to clusters and sub-clusters (health, nutrition; food security and livelihoods; WASH) and by working closely with relevant government departments and local authorities.

Configuration of the mission

BUDGET FORECAST 2020	7 000 000
BASES	Coordination: Sana'a Operations: Hodeida Operations: Mokha
NUMBER OF EXPATRIATES	13
NUMBER OF NATIONAL STAFF	106
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	ECHO, OFDA/FFP, CDCS, WHO
ACTIVITY SECTORS	Nutrition, Health, Food Security, MHPSS, WASH
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: Head of Mission, Deputy Head of Mission, Log Coordinator, Admin/Fin Coordinator, Medical Coordinator Expatriates in Hodeidah: Field Coordinator, Deputy Field Co for Programs, Base Logistician, Base Admin. Expatriates in Mokha: Field Coordinator, Health PM, Base Admin/Log Expatriate in Amman (Jordan): Grants Officer

Job Description**Overall objective**

Under the supervision of the Head of Mission, the Deputy HoM for Programs will lead the Program Department (Technical Coordinators, Monitoring and Evaluation Teams, Grants & Reporting Officer) in order to coordinate the tactical and strategic programming aspects of the mission for ensuring the implementation of high quality Programs and helping in strengthening the PUI Yemen Mission development. S/He will operate these duties in line with the global PUI Strategic framework and the agreed Country Strategy for Yemen.

The DHoM is responsible for cross-cutting programmatic information management, sound design of assessments, monitoring and evaluation, and ensuring that information collected is reflected upon, used to improve ongoing projects, and incorporated into high quality grant proposals and reports. He/She must ensure that policies, systems and staff are continuously and accurately working in coordinated manner in order to ensure that a coherent and comprehensive program is designed and implemented, lessons are learnt and experiences shared across the various sectors and program teams.

He/She ensures that the programs' objectives fixed with the stakeholders's are reached by the program team with high standards and quality. He/She supports the HoM in representation activities linked to programs and provide interim coverage in his/her absence. He/She reports to the HoM and liaise at HQ level with the Program Officer.

He/She gives a support to the Program teams as well as the MEAL (Monitoring, Evaluation, Accountability and Learning) department based in Hodeida and Mokha.

Tasks and responsibilities

- **Programmes and MEAL:** He/She gives support to the Field Coordinators and the program teams and ensures the operational and qualitative aspects of programmes are put into practice properly (monitoring of objectives and workplans, respecting due dates, budget monitoring, quality control). He/She support the MEAL department in its activities. He/She will directly supervise the

MEAL Manager.

- ▶ **Mission Strategy:** He/She participates in creating an operational strategy and suggests new operations according to needs identified in the country and the area of the current interventions, with the support of the medical coordinator and the program teams (health/nutrition; WaSH).
- ▶ **Human resources:** He/She supports (functional link) the Program teams (defining objectives, setting performance goals, appraisal and staff development). He/She can give support for the technical recruitment with the medical Coordinator. He/She can organize technical trainings for specific needs identified inside the program team. He/She will directly supervise the Grants & Reporting officer.
- ▶ **Safety and Security:** He/She ensures compliance to safety and security procedures in the program operation. He/She shares information regarding security on the ground with the HoM. He/She participates in the updating security plan.
- ▶ **Representation:** By delegation from the Head of Mission, he/She ensures and coordinates PUI's sectorial representation among partners, donors and different stakeholders.
- ▶ **Coordination:** He/She ensures that information is efficiently communicated between PUI and the key stakeholders; within the team, between the teams and coordination and between coordination and HQ. He/She also ensures that the program teams are properly liaising with the support team.
- ▶ **Logistical, administrative and financial monitoring:** He/She makes sure that logistical and administrative procedure is supporting effectively programme implementation and alerts/relays this information to the logistical and administrative coordination team. He/She also informs them of potential operational needs. He / She guarantees that the implementation of all activities is done while respecting all internal and external logistics and administrative/financial frameworks.

Specific objectives and related activities

1. PARTICIPATING IN DEFINING AND ENSURING PROGRAMMES ARE ESTABLISHED, MONITORED UNTIL THEY ARE COMPLETED

Programs

- ▶ He/She is the main programmatic link between the mission and the headquarters
- ▶ He/She ensures that programmes are properly carried out and monitored, and reported to HoM. (reaching objectives, monitoring of workplan and indicators, budgetary monitoring, contractual reporting etc)
- ▶ He/She alerts HoM in cases where delays in carrying out programmes have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule etc).

Grants proposals and reports

- ▶ She/He supervises the production of high quality and timely donor reports prepared by the Grants Officer
- ▶ He/She centralizes and puts in the required format all the information necessary and available for the writing of grant proposals, which he/she submits to HQ for review and to donors when needed, respecting the internal agreed schedules and contractual due dates. She/he especially ensures the consistency/relevancy of all information and figures provided, the wording, the phrasing, the architecture of the logical framework and the rational link between results-indicators-sources of verification.
- ▶ In close collaboration with the Field Coordinators, she/he supervises the production of all the required annexes to be sent with the reports to the donors.

MEAL

- ▶ He/She defines and supervise, in close collaboration with the Field Coordinators and M&E manager, the implementation of impact surveys, needs analysis, lessons learned process at the end of each round/activity/component of the projects.
- ▶ He/She ensures that human, financial and logistical resources are meeting needs, especially within the framework of new project suggestions.
- ▶ He/She ensures that activities respect PUI's procedures and formats and are in compliance with the PUI's operation policy.
- ▶ He/She supervises the finalisation of quality and monthly PMT and coordinating their analysis

He/She may be asked upon request to provide reports on other matters related to improving the mission's quality.

2. PARTICIPATING IN THE DEFINITION OF AND THE REVISION OF OPERATIONAL STRATEGY

- ▶ He/She monitors changing humanitarian needs in the country, area of intervention which he/she is responsible for and suggests new operations to HoM by ensuring that these subscribe properly to the PUI's mandate and strategy in the mission's country.
- ▶ In hand with the HoM, He/She participates in preparing a mission Strategy by encouraging reflection workshops, in which he/she will make recommendations/suggestions to the coordination team.
- ▶ He/She ensures that the programmes' strategies respect the values of the association.

3. SUPERVISING AND MANAGING LOCAL AND INTERNATIONAL TEAMS IN HIS/HER OPERATION AREA

- ▶ He/She is supporting (Functional links) the Field Coordinators and indirectly the Programme Managers or Activity Managers (Nutrition, Health, Food security and Livelihoods) in Hodeida, Raymah and Mokha. This includes ensuring that the program teams have individual and team workplans, monitoring of progress of planned works, technical and management guidance, performance monitoring, feedback and other necessary support to achieve individual and team objectives.
- ▶ He/She identifies need with Field Coordinators for new positions, develops and validate job descriptions for the program team if

needed.

- ▶ He/She may be involved in the recruiting of the members of the program team, and he/she can be consulted for a decision to end the contract of a member of the program team.
- ▶ He/She supervises the continued training of the local and an international member of his/her team (organizational, methodological and potentially technical support), participates in the identification of training needs and recommends training action internally or externally with the Country representative.

4. PARTICIPATING IN THE MANAGEMENT OF SECURITY AND SAFETY OF GOODS AND PEOPLE IN THE PROGRAMME AREA

- ▶ He/She helps the HoM ensuring security/ safety information concerning the area is properly collected, analyzed and that alerts or useful information are communicated in an appropriate way when needed.
- ▶ He/She makes sure that PUI security and safety rules are established in the programme area. He/she also alerts the coordination team if gaps are observed in order that corrective action should be taken.
- ▶ He/She makes sure that the security policy/rules are reviewed based on changed context in the areas the teams are working in.
- ▶ He/She ensures that PUI takes active part in security coordination with other organisations in the programme areas, as requested by HoM.

5. ENSURING THE REPRESENTATION OF PUI

- ▶ In collaboration with the HoM, S/he represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Program 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 may be called to travel within the region to meet PUI's partners.
- ▶ She/he ensures the replacement of the Head of Mission in case of absence.
- ▶ He/she is in regular contact with the HQ Program Officer regarding implementation and monitoring of projects, current and new grant proposals, and reports.
- ▶ He/She supports the HoM upon request to draft ToRs, JDs, internal evaluation proposals or any other document according to the need of the Mission for the HQ validation

6. INTERNAL/EXTERNAL COMPLIANCE, REPORTING AND DOCUMENTATION

- Ensure all narrative and financial reports related to the programs are submitted in a timely and compliant manner.
- Ensure dissemination of information with a particular focus on publications of major findings.
- Supervises the proper maintenance of all files, records and documents relating to PUI program activities
- Collaborates with the Field Coordinators in order to ensure the quality of projects proposals/reports against internal and donors standards of operations.
- Ensures appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
- Collaborate with the Field Coordinators in order to ensure the quality of projects proposals/reports against internal and donors standards of operations.

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

- ▶ Ensure a proper follow-up of the ongoing programs, regarding beneficiaries selection, monitoring of relevant indicators, reporting and capitalization of lessons learned, in collaboration with the rest of the team and the M&E Department, as well as contribute to the development of project proposals.
- ▶ Insure to the coordination between all departments at coordination and field level as well as the dissemination of tools and procedures (ope, log, admin, donors) and ensure that operational teams receive guidance and trainings on operational tools and donors, procedures.
- ▶ Strengthen the monitoring, evaluation, accountability and learning activities in order to guarantee the quality of programs.

Team management

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

- ▶ Direct management : 1 Grants & Reporting Officer, 1 Medical Coordinator, 1 MEAL Manager
- ▶ Functional link : 2 Field coordinators, 4 Project Managers and 4 activity managers

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Master or equivalent in Social Science, Political Science, Program Management, International Development or related field. 	<ul style="list-style-type: none"> ▶ Training in public health/ Nutrition, agriculture, WASH, others
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian/development ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 3 years as a manager of humanitarian/and or development projects (among which at least 2 years in coordination role) ▶ Successful experience in expatriate team management and the management of multisectorial programs ▶ Knowledge of public health, nutrition, food distribution programmes and integrated approach ▶ Project management, coordination 	<ul style="list-style-type: none"> ▶ Experience in assessing needs ▶ Experience with PUI ▶ Experience in insecure context ▶ Experience in remote management
KNOWLEDGES AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent english writing and speaking skills ▶ Knowledge of project management ▶ Team management ▶ Detailed knowledge of donors (WFP, UNICEF, OFDA, ECHO, CDC, UN agencies, etc) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances
LANGUAGES <ul style="list-style-type: none"> ▶ English ▶ Other (to be specified)Arabic 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	
Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)		
<ul style="list-style-type: none"> ▶ Leadership skills and an ability to make decisions ▶ Coordination skills ▶ Analysis (discernment, pragmatism) and synthesis abilities ▶ Adaptability to changing conditions and flexibility ▶ Organization, rigor and respect of due dates ▶ Great ability to listen and to negotiate ▶ Good people person and good communication skills ▶ Ability to remain calm and level-headed in all circumstances ▶ General ability to resist stress and in unstable circumstances particularly ▶ Maturity ▶ Team work and ability to work with others effectively, also remotely 		
Other		
<ul style="list-style-type: none"> ▶ Mobility: Position currently based in Sana'a, Yemen. Frequent travels to Hodeida, Raymah and Taiz are expected ▶ Regular trips to Jordan possible 		

Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract, 9 -12 months
Salary package
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 420 up to 2 750 Euros depending on the experience in International Solidarity + 50€ per semester seniority with PUI.
Benefits
<ul style="list-style-type: none"> ▶ COST COVERED: Round-trip transportation to and from home / mission (travel expenses include 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 LEAVE POLICY: 5 weeks of paid leaves per year + return ticket every 6 months