

Preliminary Job Information

Job Title	Field Coordinator
Country and Base of Posting	Afghanistan/Jalalabad
Reports to	Head of Mission
Creation / Replacement	Replacement
Duration of Mission	12 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. PUI teams are committed to support civilian victims of marginalization and exclusion, or hit by natural disasters, wars or economic collapse, 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 by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures; water, sanitation and hygiene, and economic recovery. PUI provides assistance to around 6 million people in 23 countries – in the Caribbean, Africa, Asia, Middle East, Eastern Europe and France.

Afghan Mission is the oldest PUI mission with the first medical intervention launched in 1980 just after the Soviet invasion. Since then, Afghanistan has mostly been in conflict, with national armed groups and international forces that is causing mass casualties and massive movements of population within or out of the country. According to IOM Displacement Tracking Matrix (DTM), the total number of displaced population for the period 2012-2019 that currently live in host communities reached 4,350,900 individuals. The same time, the country has witnessed a strong wave of returnees from abroad at 3,451,510 people. This latter figure is expected to grow further in 2020 as large numbers of Afghans have fled the COVID-19 outbreak from neighboring countries (mainly from Iran). The high number of returns put additional pressure on host communities, fragile livelihoods and public services that are already strained by conflict and economic underperformance.

The achievements realized in the years following 2001 invasion are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted to an active one. Armed groups are threatening the Government of Afghanistan that struggles to impose its vision of development despite continuous extended military, financial and political support, nationally and internationally.

As Afghanistan continues to face an extremely complex humanitarian challenges, the country remains one of the world's largest refugee crisis. According to the World Bank data, by end of 2018, the number of Afghans refugees stood at close to 2.7mln, following only the Syrian crisis.

In the current context, with elevated pressure on aid organizations by different actors, fragmentized conflict that happens to a large extent away from urban centers, the capacity to deliver aid to those in need is particularly challenging. Access to remote areas is volatile, with military offensive and/or threats, expulsion by armed groups that cause agencies to suspend their operations at times. Health actors are particularly at risk as attacks on health facilities and staff continue to happen across the country with a visible intensity in areas where PUI operates.

In 2020, the COVID-19 pandemic advanced the crisis even further. Humanitarian Needs Overview (HNO) expects now 14mln of Afghans, or 37% of the country's population, in need for assistance. This figure is revised upward from 9.4mln estimated earlier in 2020 and from 6.3mln in 2019.

PUI's Strategy in the Country

PUI orients its programs on addressing the fundamental needs of the Afghan populations through provision of assistance based on humanitarian principles and aligned with the concept of *do no harm*. Indeed, neutrality and impartiality are the key in order to enable humanitarian access to the affected communities, in particular in remote areas and territories contested or under control of the armed groups. PUI interventions are implemented in a coordinated manner and must demonstrate strong support and co-ownership of the stakeholders and beneficiaries. Grass root approach and engagement of communities is possible as the Agency maintains acceptance and relationships locally for years, and involves stakeholders in all stages of its actions from design of activities to community-based feedback mechanism and other accountability instruments.

Over the past 40 years of response in Afghanistan, PUI has delivered health and nutrition assistance with aim to reduce morbidity and mortality in vulnerable populations. The Organization contributed to the reconstruction of the health system and expansion of

access to quality health services across 11 provinces altogether.

Until now, health remains PUI strong expertise in the country and the entry point to implement the integrated approach that combines primary health care, nutrition, sexual and reproductive health, maternal health, hygiene and sanitation, and increasingly psychosocial support. Since 2013, PUI has started interventions on emergency preparedness and trauma services to conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths, it is indeed crucial to maintain capacity to respond to mass casualties and/or populations displaced suddenly.

In terms of geographical coverage, PUI increasingly orients its operations to remote areas and territories contested or under the control of the armed groups.

Programmatic Objectives for 2019-2021

In the period of 2019-2021, PUI has remained aligned with the efforts to date, and continues ensuring access to quality health services through both mobile and static facilities. The Agency also increasingly prioritizes the needs related to mental health not only among vulnerable populations at large but also among humanitarian community exposed to traumatic events in their daily work. Other active sectors of interventions involve nutrition, WaSH, mainstreamed protection and cash-based assistance. PUI considers further expansion to complementary areas for instance food security and livelihoods.

History of the Mission and current Programs

Prior to the merger with Première Urgence (PU), Aide Médicale Internationale (AMI) had been present and known among local populations in Afghanistan since 1980 for health programs. To be noted that PUI continues operating in Afghanistan under the logo and name of PU-AMI. Currently the Organization is implementing the following programs in the eastern provinces of Nangarhar, Kunar, Laghman and Nuristan:

Health:

Focuses on provision of access to quality primary health care services through mobile and static clinics. Through mobile health teams (MHTs), communities are provided with primary health care consultations, malnutrition diagnosis and treatment, vaccination, ante- and postnatal care, hygiene promotion and general health education, as well with psychosocial support. In static facilities, PUI supports trauma posts oriented on specialized services to care for victims of conflict activities or other major or minor traumas. In other health facilities, including two hospitals in Jalalabad, PUI provides for nutrition and sexual and reproductive health care.

Nutrition:

Malnutrition remains at dangerously high levels across Afghanistan, and PUI currently integrates a nutrition component (diagnosis, treatment, education) with other healthcare activities. In terms of geographical coverage, nutrition services are being provided in particular in remote areas where access to healthcare system is reduced or non-existent.

Psychosocial Support:

Psychological trauma remains difficult to quantify due to low reporting, diagnosis and overall low quality of available services, though the likelihood of significant portion of the population suffering mental health issues is to be high or very high as the conflict continues for now four decades and poverty is deepening across the country. PUI integrates and provides the psychosocial support at community-level and in health facilities, for now mainly in the form of awareness, individual sessions and referrals. Furthermore, first as a pilot project, and now at a broader scale, PUI has developed a Psychological First Aid (PFA) package deployed primary at the First Aid Trauma Posts (FATPs) and with aim to provide for immediate psychological relief to those who suffered a major trauma.

WaSH:

In complement to the implementers of Basic Health Care Package and Essential Package of Hospital Services at the health facilities level, PUI provides for the rehabilitation of water supply and sanitation infrastructure making sure that gender inequalities are addressed. PUI also ensures health facilities in remote areas have access to clean water through boreholes drilling powered with solar energy. Furthermore, in communities, the Organization provides hygiene awareness enhanced by the distribution of hygiene kits.

COVID-19 Outbreak:

Since March 2020, and in close collaboration with a variety of stakeholders and actors, PUI has been actively engaged in preparedness and mitigation of the progressing COVID-19 outbreak with main objective to interrupt or slow down the chains of transmission. Infection prevention control (IPC) support to PUI-run MHTs and health facilities is being strengthened through training, provision of materials and equipment, as well as implementation of a number of relevant protocols. In remote areas, PUI introduced and reinforced the risk communication in order to raise understanding of the viral disease and reduce rumors. Furthermore, the Organization enhanced its psychosocial assistance services to cover distress related to COVID-19 including stigmatization.

Configuration of the Mission

BUDGET 2019 – 2020	7 million EUR
BASES	Kabul (coordination office), Jalalabad (field office), Assadabad (field office)
NUMBER OF EXPATRIATES	12

NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	3 grants (4 other grants under negotiations)
MAIN DONORS	ECHO, BHA, OCHA, WHI
ACTIVITY SECTORS	Health, Protection, Nutrition, WaSH
EXPATRIATE TEAM ON-SITE	<p>Kabul (country management): Head of Mission (HoM), Deputy Head of Mission for Programs (DHoMP), Health Coordinator, HR Coordinator, Financial Coordinator, Logistics Coordinator, Grants Officer</p> <p>Jalalabad: (field management): Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor</p>

Job Description

Overall Objective

The Field Coordinator ensures that the program and operational activities are being planned and implemented in a qualitative and timely manner. S/he is responsible for immediate security management of PUI teams and assets in the Eastern Region of Afghanistan, as well as for the close monitoring of the context evolution.

Tasks and Responsibilities

- ▶ **Program:** S/he is accountable for an efficient planning and implementation of the programs. S/he ensures the smooth coordination between the project teams and support elements. S/he anticipates the risks, recognizes the gaps and challenges that can negatively impact the timely achievement of the designed objectives and results. S/he identifies measures, alternative solutions and innovative approach to address those risks, and upon approval from HoM and Deputy Head of Mission for Programs, ensures implementation of those mitigation plans. S/he ensures that PUI operations in the area of her/his responsibilities remain align with the humanitarian principles, do-no-harm principle and are needs-based.
- ▶ **Safety and security:** In collaboration with the Head of Mission, with support of the Security Focal Points, s/he is responsible for the management of security and safety in the bases.
- ▶ **Human Resources:** S/he supervises all the teams at the base, composed of national and international staff and participates to recruitment, briefing and follow up. With support and in cooperation with HR Coordinator and HR colleagues in the respective bases, s/he plans for the adequate human resources under any given project and reviews the organogram to ensure clarity of roles and responsibilities as well as smooth division of tasks. S/he ensures implementation and adherence to PUI HR regulations, Code of Conducts as well as other critical policies such as Protection against Sexual Exploration and Abuse (PSEA).
- ▶ **Logistical, administrative and financial support:** S/he oversees the logistical, administrative and financial components of the bases for the purpose of program implementation, and ensures compliance with the relevant procedures, with substantive support from the Logistics and Financial Coordinators based in the capital and of their counterparts at base level.
- ▶ **Representation:** In the area of responsibility and by delegation of the HoM, s/he represents PUI with the stakeholders, including provincial authorities, UN agencies and coordination structures, NGOs.
- ▶ **Coordination:** S/he centralizes and disseminates information from/to the sites, and consolidates the internal and external reporting activities implemented in her/his field of operations before submitting them to the Head of Mission, Deputy Head of Mission for Programs and relevant Coordinators.
- ▶ **Strategy:** S/he participates in strategy development and proposes new interventions in function of needs identified in her/his field of operations.

Specific Objectives linked to Activities

1. TO ENSURE THE QUALITATIVE AND TIMELY IMPLEMENTATION OF PROGRAMS

- ▶ S/he ensures the timely and qualitative implementation of the programs, and reports to her/his immediate supervisor on the progress in meeting objectives, work plan timeline, budget execution and other contractual requirements and reporting;
- ▶ S/he identifies the risks and gaps, suggests the mitigation plans to her/his immediate supervisor and follows up on their implementation;
- ▶ S/he ensures qualitative filling of all documents produced in the context of the program, and ensures availability of the verification of sources referred to or mentioned;
- ▶ S/he closely monitors the evolution of the context in terms of humanitarian needs, discuss them with her/his immediate supervisor, and ensures that those are reflected in new grant applications;
- ▶ S/he sets up a formal coordination system and ensures its implementation and observance (meetings, report writing)
- ▶ S/he ensures the quality and timeliness of the required reporting and the development of new grant applications;
- ▶ When designing the new humanitarian action, s/he coordinates the work of the relevant technical departments and support elements with a view to prepare the project proposals that are complete and in line with the donor's format, requirements and internal rules of PUI;
- ▶ S/he actively participates in the strategy development exercise of the Mission;

2. TO ENSURE SECURITY AND SAFETY OF PUI TEAMS AND ASSETS IN THE BASE

- ▶ S/he ensures that the security and safety protocols and SOPs for the sites are implemented, understood, adhered to and timely updated;
- ▶ S/he ensures that the security and safety dynamics in the areas of operations are monitored and analyzed, and s/he communicates those updates to her/his immediate supervisor;
- ▶ S/he provides security briefings to the staff and visitors;
- ▶ S/he ensures that the staff know how to identify the risks and how to protect themselves against or mitigate the impact;
- ▶ S/he makes sure that resources required to provide PUI teams and assets with security and safety are communicated in a timely manner and reflected in the budget;
- ▶ S/he ensures that the training and drills are being regularly conducted in the bases under her/his overall responsibility;
- ▶ S/he participates in the security clearance process of new intervention areas or areas previously inaccessible for expatriate or Afghan colleagues;
- ▶ S/he communicates foreseeable and present security threats to her/his immediate supervisor;
- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), s/he ensures that the information is transmitted to her/his immediate supervisor without delay, and reported upon in accordance with PUI guidelines;

3. TO OVERSEE THE TEAMS IN THE BASE

- ▶ S/he supervises all staff members on the site;
- ▶ S/he participates in the recruitment process of senior management staff
- ▶ S/he ensures compliance with the Internal Staff Regulations and all other HR procedures and rules
- ▶ S/he ensures that roles and responsibilities assigned to the positions are clear and followed on; s/he assumes or delegates the responsibility of job description drafting or revision if needs be;
- ▶ S/he guides the work of the managers/heads of department on the site, plans for and tracks the execution of their objectives, and leads their performance appraisal exercise
- ▶ S/he assumes or delegates the responsibility for the integration of new employee on the site, and ensures that the context of program implementation, safety and security protocols, as well as logistics, administrative and financial procedures are explained and understood;
- ▶ With support from managers, s/he updates the training needs for the staff and shares it with HR Coordinator
- ▶ S/he prepares the job profiles of staff under her/his immediate supervision, revises the job profiles of staff drafted by the project managers/heads of department on the site and sends them to the HR Coordinator for validation;
- ▶ S/he updates/revises the organization chart of the bases, and has it endorsed by her/his immediate supervisor and the HR Coordinator;
- ▶ S/he handles the management of interpersonal conflicts that arise on the site, and refers the matter to her/his immediate supervisor in the event a broader consultation and involvement is required;
- ▶ S/he is the guardian of the image of PUI in her/his area of operation, and in that capacity ensures that the entire staff under her/his authority displays behavior consistent with the values upheld by PUI, and with full respect for the context requirements;

4. TO ENSURE LOGISTICAL AND FINANCIAL SUPPORT FOR THE SITE

- ▶ S/he ensures that the required resources for the program implementation in terms of logistics and finances are available on the site. Towards that purpose, s/he makes the needs known to the Logistics and Finance Coordinators each month, while making sure that all donors' and internal procedures are respected, and that the commitments are in line with the budget;
- ▶ S/he makes sure that the site is equipped with infrastructure (offices and housing) necessary for performance of the work and comfortable accommodation of the teams in optimal conditions of security and safety. S/he makes sure that PUI premises are managed and maintained in an efficient manner;
- ▶ S/he oversees the Logistics Department on the site with objective to ensure the timely and transparent implementation of procurement processes, efficient management of the fleet (including its maintenance); proper management, registration and usage of all PUI assets and equipment;
- ▶ S/he oversees the Logistics Department on the site to ensure that the documentation is properly and timely stored, and accessible at any point in time if necessary;
- ▶ S/he is responsible for cost optimization, and in coordination with the Financial Coordinator and the counterpart on the site, s/he uses the budget follow up to achieve this;
- ▶ S/he participates in responsible for detecting anomalies in the execution of the budget and for proposing adjustments to her/his immediate supervisor and to the Financial Coordinator;
- ▶ S/he oversees the Financial Department on the site to ensure that the accounting entries are completed in compliance with internal rules, and communicated to the Finance Coordinator according to the agreed calendar. Together with the Finance Manager, s/he tracks the cash needs and cash flow for the site, and oversees its disbursements;
- ▶ Jointly with the Finance Coordinator, s/he ensures that a system of internal controls is in place on the site;
- ▶ S/he ensures compliance with the procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders;
- ▶ S/he ensures that the financial policies and procedure (including cash security) are adhered to;
- ▶ S/he oversees the Finance Department to make sure that the documentation is properly stored, accessible and a back-up of data regularly performed;

5. TO ENSURE REPRESENTATION AND EXTERNAL COORDINATION

- ▶ S/he represents the PUI 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 in collaboration of the project manager and Head of Mission;
- ▶ S/he initiates and/or participates in the coordination meetings when they take place,

<ul style="list-style-type: none"> ▶ S/he maintains regular contacts with stakeholders in the area including coordination bodies, UN agencies, Afghan authorities, and security and safety platforms; ▶ In the event of visits from their party monitoring, donors and other stakeholders, s/he participates in the organization and uses her/his best efforts to ensure the positive outcome of those visits;
<p>6. INTERNAL COORDINATION AND REPORTING</p> <ul style="list-style-type: none"> ▶ S/he leads and/or participates in the internal coordination meetings at the site or mission-level when requested ▶ S/he sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (situation reports, incident reports) and external contractual deadlines (program reports); ▶ S/he organizes the communication systems between the sites, as well as from the site to the coordination office to ensure the efficient dissemination of information on a need-to-know basis;
Team Management
<ul style="list-style-type: none"> ▶ Reports to: Head of Mission ▶ Direct management of: Deputy Field Coordinator for Programs, heads of department (logistics, finance, security), Head of Base (5 people) ▶ In collaboration with (not exhaustive): Deputy Head of Mission for Programs, MHPSS Technical Advisor, WaSH Advisor, Health Area Manager, Finance Coordinator, Logistics Coordinator, HR Coordinator

Required Profile

Required Knowledge and Skills		
	REQUIRED	DESIRABLE
EDUCATION	<ul style="list-style-type: none"> ▶ Bachelor's or Master degree in a field related to project management, international development and/or social sciences 	<ul style="list-style-type: none"> ▶ Certificate in security management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Minimum of 3 years' experience in the areas of program development, project management, donor reporting and grant compliance; ▶ Experience in budget and finance management; ▶ Experience in logistics management; ▶ Experience in security and safety management; 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong team management skills ▶ Solid project management skills ▶ Strong skills in analyzing and synthesizing of information, report writing 	<ul style="list-style-type: none"> ▶ Knowledge of requirements and procedures related to institutional donors (ECHO, BHA, GAC, OCHA) ▶ Previous experience in project development and implementation in the sectors of Health, WaSH, Nutrition, Protection
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Excellent command in writing and editing documents in English 	<ul style="list-style-type: none"> ▶ Knowledge of Dari/Pashtu is an asset.
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including ability to operate Microsoft Word, Excel, database management software, statistical packages, GIS. 	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		

- ▶ Commitment to humanitarian principles
- ▶ Strong skills in risks management
- ▶ Capacity to delegate and to supervise the work of a multidisciplinary team
- ▶ Strong commitment to motivate, support and develop capacity of the teams through mentoring and second-layer leadership
- ▶ 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
- ▶ Strong anticipation and planning skills
- ▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data
- ▶ Ability to write and edit reports under deadline pressure and in qualitative manner
- ▶ 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
- ▶ Ability to work in stressful situations

Conditions

Status

- ▶ **EMPLOYED** with a fixed-term contract

Compensation

- ▶ **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

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