

JOB DESCRIPTION

AREA COORDINATOR- EASTERN LIBYA

Preliminary job information

| | |
|---|---|
| Job Title | AREA COORDINATOR |
| Area | Tunis – Potential travels to Libya |
| Reports to | Head of Mission |
| Reports to (technical link) | Deputy Head of mission for Supports, Deputy Head of mission for Programs, Deputy Head of mission for Access and Security |
| Application submission information | Interested candidates should submit their applications by EMAIL ONLY with the subject: AC + your FULL NAME to lby.recruitment@premiere-urgence.org with letter of motivation and CV. Applications not respecting these instructions may not be considered. |

General Information on the Mission

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. 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, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Première Urgence Internationale has been operating in Libya since 2017, particularly in the regions of Benghazi and, from 2019, in Al Kufra, to strengthen the resilience of the most vulnerable populations affected by ongoing crises, improve their access to essential services. The organization's intervention in the country is built upon an integrated approach combining the provision of comprehensive primary healthcare services, psychosocial support, protection assistance, WASH activities, and infrastructure and rehabilitation. Première Urgence Internationale develops public infrastructures' rehabilitation and restoration in areas affected by several years of conflict. Additionally, during the COVID-19 crisis in Libya, the organization adapted its intervention to include Infection Prevention and Control and COVID-19 awareness activities.

Job Description

Overall objective

The Area Coordinator is responsible for oversight of all programmes, operations, and safety and security of all staff under his/her area of responsibility. The Area Coordinator represents PUI to local stakeholders including authorities, donors, NGOs and other actors, monitors and analyses the humanitarian context and assesses needs accordingly in order to inform programmatic strategy.

At the time being, PUI activities in Libya are managed through two bases in Benghazi and in Al Kufra.

Tasks and Responsibilities

- ▶ **Safety:** In collaboration with the Head of Mission, the Area Coordinator is responsible for the safety and security of all PUI staff, assets, and premises under his/her areas of operation.
- ▶ **Human Resources:** S/he indirectly supervises all the teams under his/her area of responsibility, composed of national and international staff. S/he supports in the recruitments of the team, briefings of new staff and HR and ensures the needed follow-up.
- ▶ **Assessment/Strategy:** S/he proactively monitors the context and humanitarian needs under his/her areas of responsibility, proposes, designs, and leads assessments and the development of appropriate interventions. S/he participates actively in the mission wide strategy development.
- ▶ **Programmes:** S/he is accountable for an adequate definition and efficient implementation of the projects which are under the responsibility of the Deputy Area Coordinator for Programmes, and the Project managers at base level.
- ▶ **Representation:** S/he Represent PUI to partners, donors and duty bearers, and to promote an optimal operational space for pursuing PUI's strategic priorities in coordination with all relevant entities.
- ▶ **Fundraising:** S/he assists the Head of Mission and Deputy Head of Mission Programmes in donor relations and identification of fundraising opportunities, especially in his/her area of responsibility.
- ▶ **Coordination:** S/he centralizes and disseminates information from/to the area and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the Head of Mission and Coordination. S/he ensures effective communication and dissemination of information between the area under her supervision and Coordination, among the field team and bases of operations.

Specific Goals and Related Activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE IN HIS/HER AREA OF RESPONSIBILITY

- ▶ S/he ensures that the safety and security plans and procedures are updated on a regular basis and aligned to the changing environment; and that everyone knows and understands PUI safety and security regulations (both expatriates and national staff members).
- ▶ S/he participates in the validation process for the access letter and liaise with relevant stakeholders to ensure access is granted and any incidents or access disruption reported.
- ▶ S/he contributes to the security assessment of new areas of intervention along with the Deputy Head of Mission for Access and Security and the Head of Mission.
- ▶ S/he ensures data related to the safety on his/her area of operations are updated and disseminated on a regular basis with the support of the Deputy Head of Mission for Access and Security.
- ▶ S/he verifies that all security measures are implemented in coordination with the Deputy Head of Mission for Access and Security and the Logistic Department.
- ▶ S/he alerts immediately the Head of Mission in case of impending danger of teams or beneficiaries and reports any security incidents, in accordance with PUI guidelines and procedures.

2. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF

- ▶ The Area Coordinator oversees the Programmes and Support departments, and directly supervises a Deputy Area Coordinator for Programs, a Logistics Manager, an Administration Manager and a MEAL Manager.
- ▶ S/he works closely with the team under his/her supervision, monitoring the achievements of their objectives, and leading mid-term and final performance evaluations.
- ▶ S/he participates in the hiring process of staff under his/her direct supervision, as well as in any decision related to the termination of employment contracts.
- ▶ S/he ensures compliance with the Internal Rules of Procedures of PUI in coordination with the HR Department.
- ▶ S/he assumes or delegates responsibility for the new onboarding, ensuring that the context of program implementation, safety and security rules, are explained and understood.
- ▶ S/he contributes to update the JDs of key positions in coordination with the HR department and relevant Technical staff members.
- ▶ S/he follow-up on the implementations of capacity building plans for each department.
- ▶ S/he updates the organizational chart of his/her area of responsibility, in coordination with the Head of Mission and the HR Coordinator.
- ▶ S/he supports the team in solving any conflicts may arise in coordination with the HR department.
- ▶ S/he ensures that all PUI staff behave according to PUI code of conduct, values and ethic, and in accordance with the local culture.

3. OVERSEE THE IMPLEMENTATION OF PROGRAMMES AND LEADS DEVELOPMENT OF NEW INTERVENTIONS

- ▶ S/he ensures the smooth implementation of ongoing projects, reporting any significant delay or challenge, respecting timelines, contractual obligations and reporting, and budgetary monitoring

- ▶ S/he organize and lead regular base meetings to ensure proper coordination at field level and between the programme and support team.
- ▶ S/he closely monitors the wider sociopolitical and humanitarian contexts and proposes assessments and new interventions accordingly, in coordination with the Deputy Head of Mission Programmes and Head of Mission.
- ▶ S/he leads on the development of new project proposals and the strategy for CSI; and actively contributes to the mission strategy development.
- ▶ S/he capitalize on the MEAL activities and ensure MEAL reports contribute to quality and needs-based programming.

4. REPRESENTATION AND NETWORKING

- ▶ S/he represents PUI in his/her area of operations in front of donors, NGOs, UN agencies, Governmental and local authorities.
- ▶ S/he represents 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.
- ▶ S/he actively participates on a monthly basis to the relevant WG and Clusters meetings whenever deemed relevant.
- ▶ S/he holds periodically meeting with key stakehodlers to ensure smooth interinstitutional coordination and information sharing.

5. FUNDRAISING AND GRANTS MANAGEMENT (In close collaboration with the Deputy HoM Programmes)

- ▶ Develop networks and partnerships with donors, and others types of fund raising within the country.
- ▶ Keep abreast of the trends within the donor environment in the country.
- ▶ Undertake diversified local and international fundraising initiatives to strengthen programme funding and sustainability.
- ▶ Supervise the coordination of the production of good quality funding proposals and respond to call for proposals.
- ▶ Facilitate donor visits, donor meetings, round table discussions and evaluations as necessary.
- ▶ Be aware of all donors conditionality in the fields of activity and monitor adherence to donors conditionality.

6. COORDINATION

- ▶ S/he centralizes and disseminates information from/to the area and consolidates the internal and external reporting activities implemented in his/her field of operations before submitting them to the Head of Mission and Coordination.
- ▶ S/he ensures effective communication and dissemination of information among bases and between the field and Coordination.
- ▶ S/he is an active member and participant of the country Coordination team, ensuring attendance to weekly Coordination Meetings and ad hoc Strategic Coordination Meetings, in person when feasible.

Team Management

Number of staff to manage and their position (expatriate / national staff):

- ▶ Direct management: 4
Deputy Area Coordinator for Programmes, MEAL Manager Admin Manager, Logistics Manager
- ▶ Indirect management: 35

This position report to the Head of Mission.

Required Profile

Required knowledge and skills

| | REQUIRED | DESIRABLE |
|--------------------------------|--|--|
| TRAINING | <ul style="list-style-type: none"> • Master's Degree or equivalent in social science, politics science, program management, international development preferred • Security and safety management | |
| PROFESSIONAL EXPERIENCE | | <ul style="list-style-type: none"> • Program coordinator experience |

| | | |
|--|---|---|
| <ul style="list-style-type: none"> • International • Technical | <ul style="list-style-type: none"> • At least 5 years of experience in the humanitarian field. in multi-sectorial projects development and implementation; • At least 2 years of experience as Field Coo/Head of Base • Strong experience in Budget/Finance Management (cost-efficiency); • Strong experience of managing logistical processes; • Experience working with a variety of donors; • Experience in Safety Management • Skills and experience in developing of national staff capacity; | <ul style="list-style-type: none"> • Experience with qualitative and quantitative data collection and analysis methodologies required; • Extensive training skills and experience building national staff capacity; |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> • Excellent writing skills • Team Management • Project Management skills • External representation and negotiation skills • Knowledge of Health programming • Security management and context follow-up | <ul style="list-style-type: none"> • Knowledge of procedures related to institutional donors (OFDA, ECHO, EU-MADAD, UN agencies ...) • Knowledge of MHPSS, shelter and WASH programming. |
| LANGUAGES | | |
| <ul style="list-style-type: none"> • English • Arabic • Kurdish | X | X X |
| SOFTWARE | | |
| <ul style="list-style-type: none"> • Pack Office • Other (specify) | X | |
| 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 represent the activities and the mandate of PUI before local authorities • Ability to work with a multidisciplinary team • Commitment to humanitarian principles | | |
| <p>Mobility: The Area Coordinator will be based in Al Kufra or Benghazi though required to travel frequently the other area of intervention. This position is also open to Tunisian candidates with frequent travels to both areas of intervention in Libya.</p> | | |

PUI's capacity to ensure the protection of and assistance to migrants, refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation PUI's values and Code of Conduct, Child Protection Policy, and prevention of sexual exploitation, abuse and harassment.

PUI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

PUI conducts thorough and comprehensive background checks and reference checks as part of the recruitment process.

Any non-respect of rules and responsibilities mentioned above in the Job Description, might be assimilated to a professional fault and could lead to any kind of sanction.

PUI is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.