

- Job location** : South Yangon
- Duration** : Up to December 2024 (Extendable base on budget)
- Vacancy opening date** : 15th May 2024
- Vacancy closing date** : 26th May 2024

Première Urgence Internationale (PUI)

Première Urgence Internationale 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, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 4 million people in 22 countries in Africa, Asia, Middle East, South Caucasus and France: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1983, as **Aid Medical Internationale (AMI)**. The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Our projects have spanned several areas of the country including Shan, Kayin as well as south Yangon areas.

Job Purpose

The Deputy Field Coordinator ensure at base-level the effective implementation of PUI's programs as well as contract and reporting follow-up in Dala Office. She/He is also responsible for representation on technical topics towards humanitarian stakeholders and local authorities at local level.

Under the supervision and line management of the Head of Mission, the Deputy Field Coordinator is responsible at base level for the direct supervision of the Programs being implemented in the Base. This includes the health and nutrition, Food Security and Livelihoods and Monitoring, Evaluation, Accountability and Learning (MEAL) departments.

- ▶ **Strategic development, program implementation, monitoring and reporting:** S/he coordinates the project department supervising project officers and ensures the operational and qualitative aspects of the programmes are implemented properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, synergy of the teams) in line with contractual commitments and PUI policies and procedures. S/he ensures contractual obligations are known and respected and coordinates report writing. S/he ensures that the programs are in line with PUI's mandate and strategy and proposes new interventions depending on the evolution of the humanitarian situation in the area.
- ▶ **MEAL:** S/he supervises the MEAL Department ensuring implementation of high-quality MEAL processes in synergy with programs. S/he ensures accountability and quality improvement measures, initiates the design of relevant tools when needed and ensures compliance of programs to the MEAL Framework.
- ▶ **Representation:** S/he liaises and engages in cooperation with relevant external stakeholders such as local authorities, non-governmental organizations, and international organizations under the supervision of the Field Coordinator. S/he actively participates in the technical forums (Working Groups and Clusters) at local level in coordination with the Head of Mission
- ▶ **Human Resources:** S/he is the direct line manager of the 5 Project Officers based in Dala Township and will ensure that appropriate support and capacity building is brought to the staffs of the programmes.
- ▶ **Logistics and Administration:** S/he supports project managers in overseeing their logistic and administrative duties in collaboration with the Deputy Finance Coordinator, Deputy Logistic

Coordinator, Deputy HR Coordinator and raises any concern to the Head of Mission. S/he ensures that proper capacity building is proposed to the relevant project staff.

Responsibilities

1. ENSURE IMPLEMENTATION OF PROGRAMS AND THE QUALITY OF PUI INTERVENTION

Operations' Management

- Ensures effective execution of programs (attainment of objectives, monitoring of indicators, in compliance with the schedule of activities, budget monitoring, contractual report...) and reports to the Head of Mission and Deputy Head of Mission of Program (DHoMP)
- Provides guidance and support to Projects Officers under its management and in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines.
- Provides regular updates on the progress in program implementation and performance to the Deputy Head of Mission of Program in Coordination Office and ensures that PMTs (project monitoring tool) are monthly updated and shared with the Coordination office.
- Provides guidance in implementation on the project activities and Ensures that proper activity follow-up tools are created and used: SOPs, precise action plans, compliant data bases, etc.
- Ensures that teams under its supervision respect PUI's procedures and internal templates and tools.
- Ensures that operational policies and technical directives validated at coordination level are respected and implemented and supports coordination with program coordination team.
- Alerts the Head of Mission and DHoMP where delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule, etc.)
- Ensures that any security related information collected at filed level or during external coordination meeting are reported to the Head of Mission and Logistic Coordinator.

Operations' Management

- Ensures contract follow-up and communication on contractual deadlines and reporting package among his/her team.
- Coordinates writing of high-quality reports for project under his/her responsibility in due time

Strategic development

- Identifies, assesses and analyses the needs with project officers and field teams and sending recommendations to the DHoMP in order to improve quality of activities or develop new projects in new areas.
- Under the supervision of the Head of Mission, s/he leads needs' and multi-sectorial assessments. Identifies location, organizes preparations and surveys, trainings team, leads implementations, participates in analysis and findings, finalizes report and is in charge of their dissemination internally and externally
- Participates in proposal writing and coordinate his/her team work on proposal writing
- Work closely with the Deputy Head of Mission to develop high quality proposal, based on needs and evidences involving concerned stakeholders (targeted communities, potential partners, local authorities, etc.)

2. MONITORING, EVALUATION AND REPORTING

- Supports the Project Officers to develop appropriate reporting tools and submit them on a regular basis
- Support Project Officers in efficient data collection (timely, completeness and quality) in collaboration with MEAL department
- Reports regularly to the Head of Mission on internal and external meeting, project activities and any other relevant information
- Collaborates with the Head of Mission and/or Deputy Head of Mission of Program and the MEAL team to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcomes indicators and adequate sources of verification, and impact evaluation reports.
- Under the supervision of the Head of Mission, and with the cooperation of the MEAL department to ensures effective and timely data collection related to the indicators listed in the log frames
- Ensures Lessons Learnt workshops organized and conducted in collaboration with the MEAL and Project Officers, reports and action plans are circulated and followed up.
- Facilitates coordination between MEAL and program teams to implement accountability mechanisms toward beneficiaries.
- Is the direct line manager to the MEAL Department on the base.

3. REPRESENTATION AT FIELD LEVEL

- Under the direction of the Head of Mission, represents PUI in the technical working group to support project officers on specific issues
- Liaises with partners at field level about the technical approaches developed.
- Initiate at field level technical discussion with other humanitarian stakeholders in order to develop technical advocacy for development and implementation of relevant technical approaches to address optimally the humanitarian needs.
- Upon delegation of Head of Mission, ensures representation toward local authorities

4. MANAGEMENT OF HUMAN RESOURCES AT PROJECT LEVEL

- Is responsible for the direct management of project officers and MEAL team on the base and as such organize regular team meeting and ensures proper flow of information among the program and MEAL teams.
- Ensures the HR management of the teams under his/her supervision: validation of holidays, timesheets, validation of daily workers' requests, etc.
- Evaluates and assess the performance of collaborators under his/her direct supervision
- Participates in the recruitment of Project Officers, and upon request, participates in the recruitment of other key project staff.
- Participate in the decision to end the collaboration with employees under its direct or indirect supervision
- Ensures adherence to PUI internal regulations and HR policies (AFCP, PSEAH, CSP) with the support of the Admin and Finance Officer
- Identifies gaps and needs in terms of project management capacities of the team under his/her supervision, and provides support and on-job training to the Project Officers in regards to project management (assessment and design, activities planning and implementation) budget management, report writing, monitoring and evaluation systems, representation, etc.
- Ensures interim of his/her direct management when needed

5. LOGISTICS, FINANCE AND ADMINISTRATION

- Monitors that the administrative, logistics and technical procedures linked with the projects are observed by the teams
- Analyzes the logistics and administrative needs for the projects as identified by the Logistic officer and the Admin and Finance Officer and ensure support services for programs implementation are operating effectively
- Support Project Officers and with the analysis of budget follow-ups and with the preparation of procurement plans
- Supports in monthly reviews of Financial Follow Up (FFU) process

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

- Coordination of emergency interventions
- Roll-out of MEAL at base level
- Capacity building of Project Officers

Team Management

- Number of people to manage and their position (national staff): 38 staffs
- Direct management: 5 staffs
- Indirect management: 33 staffs

Required knowledge and skills

- **relevant bachelor's or master's Degree such as Public Health and/or humanitarian project management degree**
- **Burmese as well as fluency in English (reading, speaking and writing)**
- Additional years of relevant experience may offset the advanced degree
- Demonstrated strong experience in project management
- Team & HR management
- Previous working experience with HIV program and NFI distribution to beneficiaries is preferred
- Excellent skills in terms of external relationships

Desirable skills

- Proven organizational skills, with the ability to meet tight deadlines and balance multiple priorities. Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace.
- Demonstrated experience managing budgets and following donor compliance. Experience complying with UN grants
- Experience in safety and security management
- Great appetite for field work and organization: 60% of work time dedicated to supervision and 40% to office work (reports, etc.)

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Deputy Field Coordinator** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1x3T7Fy9CfVBV4UMfBZ7E4HfjYcCcrymIW8H4hhJXZtY/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

CV with cover letter and relevant certificates can be sent to:

Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon

(OR)

Dala Office, No.44, Shin Saw Pu Road, Aungmingalar Ward, Yangon, Myanmar

Please mention the applied position in Subject if you send your application via email.
Only short-listed candidates will be contacted for next selection process.