

Preliminary Job Information

Job Title	INFRASTRUCTURE, WATER, SANITATION AND HYGIENE COORDINATOR
Hierarchical link	DEPUTY HEAD OF MISSION FOR PROGRAMS
Functional link	HQ WASH ADVISOR
Application submission information	Interested candidates should submit their applications by EMAIL ONLY with the subject: EC + your FULL NAME to recruitment@premiere-urgence-lby.org , with letter of motivation and CV. Applications not respecting these instructions may not be considered.

General Information

The organization

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, on average, 190 projects each year in the following sectors of intervention: protection, food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 21 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.

In the aftermath of the flooding caused by Storm Daniel in the Eastern part of Libya, PUI is intervening to support affected population providing WASH, Health and MHPSS support in close coordination with other partners on the ground.

Job Description

Overall Objective

The Infrastructure and Water, Sanitation and Hygiene (Infra/ WaSH) Coordinator is responsible for the development and implementation of the mission's operational Infra/ WaSH strategy as well as for the quality of current and future Infra/ WaSH programmes at the design, implementation monitoring and evaluation phases. S/he builds the capacity of the mission's Infra/ WaSH department and provides technical support to the project teams and in particular to the Infra/ WaSH Project Managers in a functional relationship. S/he represents PUI to the authorities, humanitarian actors and donors for the WaSH sector.

Tasks and responsibilities

Context analysis / Strategy / Development : S/he participates in the development of the operational strategy in Infra/ WaSH and contributes to the design of new relevant Infra/ WaSH interventions on the mission based on the identified Infra/ Infra/ WaSH needs in the country, and in line with PUI WaSH intervention framework, and integrating the principles of market-based programming. In coordination with the Infra/ WaSH team, s/he monitors Infra/ WaSH activities in the country and analyses their strengths and weaknesses.

Programmes quality: S/he provides technical support in his/her field of expertise to the programme teams, in particular to the Infra/ WaSH Programme Managers, and ensures the quality and effectiveness of the mission's Infra/ WaSH programmes.

Representation / Coordination: S/he ensures PUI's external representation for the WaSH sector to partners, donors, national authorities and local actors. S/he represents PUI in the WaSH Cluster or sector coordination group meetings. S/he contributes to the good information sharing within the sectors.

Human Resources / Training: S/he provides technical support to the project teams and in particular to the Infra/ WaSH teams. S/he provides support to the project managers for the recruitment of technical staff in Infra/ WaSH. Working alongside the Head of Mission (HoM) and/or the Deputy HoM for Programs and the HQ WaSH Advisor, s/he identifies key strengths, weaknesses, opportunities and gaps within Infra/ WaSH department. S/he supervises the content of Infra/ WaSH training and the quality of activities on the basis of identified needs.

Logistics and Administration: S/he ensures the teams under his/her responsibility follow logistic and administrative procedures and keeps the logistic and administrative departments informed of any relevant developments.

Security: S/he contributes to the compliance with security rules on the mission and share all information related to security to his/her line manager and/or to the mission's security manager.

Specific objectives and linked activities

1. PARTICIPATE IN THE ANALYSIS OF INFRA/ WASH CONTEXT AND NEEDS, IN THE DEFINITION OF THE INFRA/ WASH STRATEGY AND IN THE DESIGN OF NEW INFRA/ WASH INTERVENTIONS

S/he ensures the monitoring and analysis of national Infra/ WaSH policies, national protocols, data and assistance programmes from key sector actors in the country.

S/he provides continuous information to his/her line manager, the coordination team and the project teams, especially the Infra/ WaSH team, on current and emerging sectors policies, guidelines and approaches at the national level and within PUI.

S/he monitors the evolution of humanitarian Infra/ WaSH needs in the country of intervention in coordination with the project teams and thanks to information provided by the WaSH cluster or national coordination groups, and/or, if relevant, by the Cash Transfer Programming (CTP) WG.

According to his/her analysis in the sectors, s/he suggests to conduct needs assessments to his/her line manager.

S/he participates in the identification of needs in collaboration with the project and MEAL teams, particularly through the integration of Infra/ WaSH in needs assessment.

S/he participates in the definition of terms of reference and, if necessary, in collaboration with the other sectors of intervention carries out multisectorial needs assessments, the results of which s/he analyses to feed the intervention strategy.

If necessary, s/he adapts and/or develops data collection tools to be used for needs assessments, with the support of the WaSH Advisor from headquarters (HQ).

In collaboration with HQ WaSH Advisor, s/he participates in the development of the mission's operational strategy, in particular for the Infra/ WaSH sector, in synergy with the other related sectors (Health, Nutrition, FSL) considering market-based programming and Cash Transfer Programming (CTP) modalities, and in line with PUI's WaSH intervention framework and Infra/ WaSH national policies / international recommendations.

S/he participates in the facilitation of annual strategy workshops with the mission's Infra/ WaSH team, from which s/he formulates recommendations / suggestions for the Infra/ WaSH department.

Based on the needs analysis and the mission's Infra/ WaSH strategy, s/he suggests new interventions in line with PUI's WaSH intervention framework and encouraging an integrated multisectoral approach, with the support of the HQ WaSH Advisor.

When developing new interventions, s/he actively participates in the design of by ensuring their technical relevance, contributes to the writing of new project proposals for the Infra/ WaSH component, makes recommendations on the budget, human resources, logistics and timeframe needed for implementation, and identifies quantitative and qualitative performance indicators.

When designing new Infra/ WaSH interventions, s/he ensures the quality of the interventions by mainstreaming gender and cross-cutting protection principles.

2. MONITOR AND IMPROVE THE QUALITY OF THE INFRA/ WASH PROGRAMMES

S/he supervises the implementation of Infra/ WaSH programmes on technical issues and ensures that activities are in line with PUI WaSH intervention framework and in line with PUI CTP Program Guide.

S/he provides technical support to the Infra/ WaSH teams by responding to technical questions (definition of activities, technical choices, implementation timeframe, quality control, etc.), and identifying solutions to problems.

S/he participates in the adaptation of technical implementation modalities, SOPs, technical guidelines and other framework documents used in activities, with the support of the HQ WaSH Advisor and/or CTP Advisor.

If necessary, s/he contributes to the design and adaptation of tools for Infra/ WaSH activities.

S/he makes regular technical field visits and supervisions to monitor the implementation and improve the quality of Infra/ WaSH activities.

S/he promotes coordination between the different sectors and technical departments in the field (operational meetings, reports, etc.) and ensures an efficient flow of information between the Infra/ WaSH teams and the other technical departments for a better implementation of the integrated approach.

In collaboration with his/her line manager, the MEAL (Monitoring, Evaluation, Accountability, Learning) department, and consortium partners if necessary, s/he participates in the design and adaptation of monitoring tools for Infra/ WaSH activities, as well as monitoring plans for each project in order to meet quality and donor requirements, and to measure the impact of Infra/ WaSH activities (quantitative and qualitative).

In collaboration with the MEAL department if relevant, s/he ensures that the monitoring of programmes with an Infra/ WaSH component is carried out and validates the monthly PMTs.

S/he alerts his/her line manager in the event that delays in project implementation are identified and suggests adjustments (in terms of activities, area of intervention, budget, implementation timeframe, etc.)

If relevant and depending on programmes, s/he suggests to conduct technical evaluations of Infra/ WaSH programmes, participates in the definition of the terms of reference and participates if necessary in the evaluations, the results of which s/he analyses to feed into the intervention strategy.

In coordination with the MEAL department if relevant and the Infra/ WaSH teams, s/he participates in the internal knowledge building strategy for Infra/ WaSH interventions. S/he ensures the harmonization and capitalization of tools and practices on Infra/ WaSH projects on the mission in correlation with PUI tools, and participates in the updating of the latter in collaboration with the HQ Technical Department (TD).

S/he encourages the experiences and knowledge sharing within the Infra/ WaSH teams and actively contributes to the knowledge building for the Infra/ WaSH sector at mission level.

If relevant, s/he encourages the production of research questions, assists in the development of research protocols, and supports the implementation of action research on the mission in collaboration with HQ TD and external collaborators.

If relevant, s/he promotes the production of research and capitalization documents relating to the mission where appropriate, in collaboration with the HQ WaSH Advisor.

In collaboration with other departments and sectors of intervention, s/he ensures that the cross-cutting principles of protection and gender mainstreaming are taken into account in Infra/ WaSH programmes.

S/he ensures that the project/s, methodology, selection criteria do not harm the beneficiaries, PUI teams or any other person. S/he immediately alerts his/her line manager in case teams or beneficiaries are put at risk of harm.

3. ENSURE THE EXTERNAL REPRESENTATION AND SECTORAL COORDINATION OF PUI FOR THE SHELTER AND WASH SECTOR

S/he represents PUI to the national authorities, key humanitarian and development actors (INGOs/LNGOs/CSOs) and donors involved in the Infra/ WaSH sector, and ensures that good relationships are maintained with each of them in line with PUI's principles.

S/he actively participates in coordination meetings (cluster or others) and technical working groups in the Infra/ WaSH sector at national level and/or if relevant with the CTP WG.

S/he ensures and coordinates with the Infra/ WaSH teams the sectoral representation of PUI for the Infra/ WaSH sector to relevant partners and different local authorities.

In the event of a donor visit, s/he plays an active role in preparing and managing the visit.

S/he participates in PUI coordination meetings and is an active member.

S/he participates in the drafting, validates and transmits the internal reports / Sitrep on his/her technical field in Infra/ WaSH to his/her line manager and to the HQ WaSH Advisor. S/he ensures the follow-up and analysis of Infra/ WaSH activity reports.

S/he participates in the drafting, validates and transmits the Infra/ WaSH technical parts of external reports to his/her line manager and to the HQ WaSH Advisor respecting timeframe and external contractual deadlines (donor reports).

- ▶ S/he collaborates with the different departments and technical sectors of the coordination team and ensures an efficient flow of information between the Infra/ WaSH teams and the other technical departments for a better implementation of the integrated approach.

4. SUPERVISE THE INFRA/ WASH TEAM

S/he provides a functional technical support to the project managers for Infra/ WaSH activities of the mission.

S/he sets up technical coordination mechanisms and organizes technical supervision of the mission's Infra/ WaSH team.

S/he participates in the definition of the organizational chart for the Infra/ WaSH team and has it validated by the HR department, the field coordinator(s) and his/her line manager.

S/he supports in the definition of all the job descriptions (JDs) of the mission's Infra/ WaSH team, including the definition of the JDs for the expatriate and national Infra/ WaSH Project Managers.

S/he provides an active technical support to the Project Managers for the recruitment of senior national technical profiles in Infra/ WaSH (definition of Job Descriptions, tests, recruitment interview grids).

Within his/her team, s/he ensures that each person benefits from an appraisal in writing at least once per contract or per year, and at least before s/he leaves his/her position. S/he may be asked by his/her line manager to contribute to the appraisal on technical issues for Infra/ WaSH Project Managers.

If necessary, s/he participates in the decision to terminate the employment contract of a person in the Infra/ WaSH team in collaboration with HR department, the Project Manager, the Field Coordinator.

S/he is familiar with PUI's Internal Regulations, institutional policies and internal processes on the mission and ensures that his/her team understand and respect them.

S/he identifies with the Project Managers the training needs for mission's staff for the Infra/ WaSH sector and accordingly plans organizational, methodological and technical support, etc.

S/he supervises the organization of external technical training activities and pilots and facilitates internal technical training modules for the Infra/ WaSH sector in his/her field of expertise.

If necessary, s/he reviews individual action plans and capacity building plans of the Infra/ WaSH team members.

5. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF INFRA/ WASH PROGRAMMES

S/he ensures with Infra/ WaSH teams that the logistical needs for Infra/ WaSH programmes are met, according to minimum standards and PUI's recommendations (dedicated and adapted space available for Infra/ WaSH interventions, adapted material available, etc.).

S/he ensures that orders for equipment are in line with Infra/ WaSH programmes requirements and local constraints (country certification, quality monitoring, etc.) while respecting the PUI's supply procedures.

S/he contributes to analyzing bids made by suppliers for purchases with stringent technical specifications. In coordination with support department, s/he supports the process defining and selecting Financial Service Provider and/or system management within the framework of CVA programmes and in line with PUI processes.

S/he provides all the information needed to produce a cash flow forecast for his/her own department to the Administration and Finance Coordinator on a monthly basis.

S/he ensures up-to-date budget monitoring for the Infra/ WaSH department on a monthly basis and participates in analyzing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

6. ENSURE SECURITY OF PEOPLE AND GOODS

S/he ensures that the security plan is understood by his/her team and that security rules are respected.

S/he contributes to the gathering of security related information and disseminates it to his/her line manager and/or the security officer on a regular basis or ad-hoc in case of emergency.

Required Profile

Required knowledge and skills

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TRAINING	University degree in civil engineering or architecture Project Management	Borehole construction Degree in water related fields

PROFESSIONAL EXPERIENCES	Min. 3 years as a project manager of humanitarian projects (international position) Successful experience in expatriate team management and in management of Infra/ WaSH projects Experience in needs assessment	Experience with PUI Experience in coordination Experience in WaSH in Health Experience in market-based approaches and cash transfer programs
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing skills ▶ Strong Knowledge in project management ▶ Good knowledge of procurement and contracts management processes and donors (BHA, ECHO, UN) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable context ▶ Knowledge of procedures of institutional donors (ECHO, BHA, UNHCR, etc.)

	▶ Team management	
LANGUAGES	▶ English	▶ Arabic
SOFTWARE	▶ Pack Office	▶ GIS (Map Info, Arc View, etc)
Miscellaneous		Entitled to work in Libya
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<p>Ability to work on own initiative / self-motivated, ability to make suggestions and take responsibility in a proactive approach</p> <p>Flexible and adaptable to the needs of the team and organization</p> <p>Strong commitment to humanitarian principles</p> <p>Resilience to stress</p> <p>Diplomacy and open-mindedness</p> <p>Good analytical skills</p> <p>Good organization skills with an ability to manage priorities and a varied workload</p> <p>Ability to guarantee effective and timely outputs</p> <p>Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions</p> <p>Ability to work and behave in a professional and experienced way</p> <p>Proven management ability and inter-personal skills – team player</p> <p>Capacity to delegate and to supervise the work of a multidisciplinary team</p> <p>Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership</p> <p>Professional attitude and the ability to build successful working relationships with contacts outside of the projects</p> <p>Ability to provide/structure instructions clearly and concisely both orally and in writing</p> <p>A high sense of discretion and integrity when dealing with sensitive protection information</p> <p>Ability to integrate into the local environment, taking account of its political, economic and historical characteristics</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.