



Job Title: Roving Field Coordinator
Country Program: Central African Republic
Location: Bangui with 70% of time and effort in field location
Duration: 12 months
Start date: February 2021

CONTEXT:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 26 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home

The IRC has been active in the Central African Republic (CAR) since 2006 and has been implementing emergency response programs since early 2013. The IRC has three field offices in Bocaranga (North-West), Kaga-Bandoro (Central-North), and Zemio (far South-East) – in addition to a central office in Bangui. Since 2007, it has built close relationships with local communities, community leaders, local authorities, and other local and international actors. Today, the IRC is one of the leading humanitarian actors working in the prefectures Ouham-Pendé, Nana-Gribizi, and Haut-Mbomou, implementing programs in Health, Women and Child Protection, and Early Recovery & Development. The IRC has demonstrated its ability to successfully implement health and protection programming, improving beneficiaries' access to healthcare and providing survivors of violence with safe, confidential services to help them recover and reintegrate into their communities. The gained technical expertise, logistical abilities, and local knowledge and understanding has laid the foundation to expand and deepen these services to reach more people and respond to the emergency need at a greater scale as additional funding is secured.

OVERVIEW OF THE ROLE:

Under the supervision of the Country Director, the Field Coordinator will oversee operational aspects of program implementation in field sites (currently Bangui, Zemio, Kaga-Bandoro and planned expansion to new locations). The Field Coordinator will work in close coordination with program, operations, security, HR and finance department heads based in the field. The Field Coordinator will directly supervise Field Managers to ensure programs have required level of operational support for the timely execution of agreed program implementation plans. The Field Coordinator will be based in Bangui with regular travel to field sites (70% of the time and effort in the field).

RESPONSIBILITIES:

- In collaboration with the DDP, oversee the quality of program implementation in the field
- Support and set a 12-month capacity building of Field managers in terms of compliance with IRC regulations and policies to support moving the Field managers to a Coordinator level
- Support regular internal control of field offices management and procedures in coordination with the Deputy Director of Finances, Supply Chain Coordinator, Security and Safety Coordinator and HR Coordinator

- In coordination with the Monitoring Evaluation and learning (MEAL) team, the CD and DDP, ensure sound data collection and information management systems are in place for data analysis and to inform programmatic decisions based on identified gaps or areas where programs are underperforming and that complaints and feedback mechanisms are in place in all field bases
- Attend actively the Cash programming registration meeting with the community to ensure that CROPs are followed and that the selection process is neutral and coordinated with all staff

Field Management and Program Support

- Promotes strong linkages and exchange between operations and program teams, including Field Managers and field-based program leads.
- Ensures Field Managers fulfill their responsibilities to deliver quality coordination and cooperation between and within the various program and operational departments in their field locations.
- Supports Field Managers function as day-to-day managers of operations staff based in the field, including Admin/HR, Finance, Supply Chain, IT and security/access staff.
- Closely monitors events in current and potential operational areas (humanitarian situation, politics, and security, etc.) to identify additional possible programming areas.
- Advises Country Management Team (SMT) about strategic programming directions, opportunities, and issues affecting project implementation, or key local issues affecting future grants/projects developments.
- In close cooperation with security department, advises and supports security and humanitarian access assessments for new areas of program implementation and IRC response.

Emergency preparedness and response

- Assumes a leadership role on the Country Emergency Team (CET).
- Supports emergency needs assessments and emergency programming.
- Supports Field Managers lead emergency response.

Access/Safety

- Ensures health, safety and security protocols are always followed by field staff, and takes corrective, timely actions as required and in consultation with the Humanitarian Access and Safety Coordinator and SMT.
- Working with Humanitarian Access and Safety Coordinator, ensures all IRC field locations have up-to-date and appropriate security management plans in place and that staff are aware of them and have received trainings.

Compliance and Financial Management:

- Actively participates in development of local policies, practices and guidelines and introducing measures to maintain compliant procurement and recruitment activities within field office thresholds.
- Acts as a member of the tender committee for large procurements in CAR in close cooperation with Supply Chain staff
- Oversees development and spending of field office budgets, including designing appropriate field structure, setting field staffing levels for operational departments, budget forecasting and monitoring spending.
- Reviews budget vs. actual reports and supports Field Managers in same for field office costs, and where issues are identified ensures appropriate action is taken in a timely fashion.
- Ensures compliance with IRC and donor finance and operations policies, including all aspects of procurement and asset management.

Human Resources and Staff Development

- Promotes team spirit, cohesion, respect, and the IRC Way Standards for Professional Conduct among all field staff in close cooperation with HR department. Adheres to and acts in accordance with the IRC Global and IRC CAR HR Policies and Procedures.
- Trains, supervises and mentors direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews.
- Provides a measurable capacity building plan including on-the-job learning with the aim of strengthening technical capacity and exchanging knowledge within the team. Additionally, ensure that all direct reports develop and implement Capacity Building Plans for their teams.
- Ensures appropriate support to field-based staff via regular site visits, producing reports with action points to monitor.
- Provide a 12-month field visit monitoring plan with 70% of the time in the field
- Looks for opportunities to support staff in their career growth, where appropriate.
- Promotes and monitors staff care, well-being, and self-care.
- Contribute to discussion on how IRC CAR can improve field structure and increase decentralization.

Qualifications

- Excellent professional track record with 3-5 years of overseas experience in a conflict/post-conflict environment with program field leadership and coordination responsibilities.
- Excellent organizational and management skills, including experience managing staff, developing, and implementing work plans and budgets.
- Excellent leadership, communication, and facilitation skills.
- Excellent problem-solving skills and demonstrated ability to handle pressure and improve.
- Good security management skills, preferably in emergency & post-conflict environments.
- Strong understanding of Humanitarian principles and experience adhering to them in conflict environments.
- Excellent interpersonal, coordination and networking skills.
- Fluency in French. Excellent oral and written communication skills. Working knowledge of English strongly preferred.
- Experience in capacity building and mentoring of staff.
- Female application is encouraged

KEY WORKING RELATIONSHIPS

Position Reports to: Country Director

Position directly supervises: Field managers

Other internal contacts: DDP, Grants and Compliance, MEAL, Finance, HR, Supply Chain Economic, Humanitarian Access and Safety Coordinator

External: community leaders and local authorities in the field and NGO and CBO partners

The work environment:

The Field Coordinator will be based in Bangui, in CAR, and will travel throughout the country to field program locations (70%). The security situation in CAR is still unstable, although the signing of the Khartoum peace and reconciliation agreement in February 2019 is still seen as a source of hope for the country to return to peace. The security level remains at 3 (orange phase). The candidate must be prepared to work in insecure environments. This is an unaccompanied position.

Housing: Lodging in CAR and field offices is in shared IRC guesthouses. All IRC sites have electricity and internet although some interruptions can be experienced. Food and is the individual's responsibility.

Standards of Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way – Code of Conduct. These are Integrity, Equality, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons and several others.

Diversity, Inclusion and Gender Equality

IRC acknowledges and honors the fundamental value and dignity of all individuals. We are an Equal Opportunity Employer and consider all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status or disability. IRC is also committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits.

PSEA

IRC CAR is an active member of the PSEA Task force in country and have signed the CAR agreement in 2018. It is actively supporting a humanitarian assistance free from all forms of violence, harassment and sexual abuse and exploitation.

This position is equally open to national and international qualified candidates.