



## Job Description

**Job Title:** Field Coordinator - Akkar

**Band / Level / Grade:** 6B

**Department:** Operations

**Location:** Zahle Lebanon

**Overtime Eligible:** (per local law)

The International Rescue Committee 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, IRC offers life-saving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in more than 40 countries and in 22 U.S. cities, IRC restores safety, dignity and hope to millions who are uprooted by conflict or disaster. IRC leads the way from harm to home.

### CONTEXTUAL BACKGROUND

The Syria crisis is often described as the worst humanitarian catastrophe since the end of the Cold War. Inside Syria, 7.6 million people are internally displaced and 12.2 million are in need of humanitarian assistance, with 4.8 million in hard-to-reach areas. There are 4 million Syrian refugees in neighboring countries. This is no short-term humanitarian episode. The devastating human consequences to huge numbers of people will endure for decades. The destruction of relationships, communities, livelihoods, homes and infrastructure will take years to repair.

IRC is offering a robust humanitarian response to the Syria crisis. With an annual budget in excess of \$140 million and a rapidly expanding portfolio, supported by more than 1,250 staff in the region, IRC is undertaking programs in Syria and the neighboring countries of Turkey, Iraq, Lebanon and Jordan in the fields of health, child protection, education, women's protection and empowerment, NFI and food distribution, cash assistance, water and sanitation, and livelihood programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding and coordination.

### Job Overview/Summary:

The Field Coordinator leads the IRC's response efforts in Akkar region (including program centers in (Deir Dalloum (ERD), Wadi Khaled & Berkayel (WPE)), providing management guidance to ensure efficiency, coverage and quality programming. As the IRC's most senior representative in the field, the Field Coordinator must bring a senior leadership profile with a proven track record in managing emergency and refugee programming. The successful candidate will be confident, eloquent and organized, able to represent IRC to partners including beneficiaries, donors and community leaders, as well as handle sensitive, complex issues in a diplomatic way that puts the needs of the beneficiaries first.

This includes direct management of field level finance, supply chain, logistics, procurement, administration, Human Resources, safety & security, and IT, while supporting day-to-day management and coordination of program staff. She/He will be responsible for ensuring the effective and dynamic running of the office, provide guidance for operations and as well as regional coordination and representation. She/he will be reporting to the Deputy Director of Operations and working closely with program managers to ensure that activities evolve in line with IRC's national and global priorities. The Field Coordinator possesses excellent interpersonal savvy and a collaborative approach, enabling successful partnership with operations and programs to ensure high quality delivery of programs to our beneficiaries.

## **Major Responsibilities:**

### Management:

- Chair and lead biweekly all staff meetings amongst programs and operational staff whereas minutes to be reported to main office in Beirut for further dissemination to concerned coordinators and deputy directors.
- Manage overall coordination of field operational budgets for Akkar based grants; liaise closely with the finance staff and grants and compliance staff to monitor cash flow, review BVAs and track operational spending.
- Coordinate the execution and collection of operational needs assessments and participate in proposal development processes in cooperation with Deputy Directors and Program staff. This should include contributing to and reviewing budgets to ensure that they are reasonable and sufficient to cover operational needs of the Akkar field office (s).
- In partnership with HR, make recommendations to the Program Coordinators, Operational Coordinators and DDO on contract extensions, promotions and disciplinary and grievance matters.
- Ensure that performance evaluations for all staff are conducted on time, and review all evaluations to ensure quality and consistency; for Bekaa-based program staff, provide input to technical coordinators on performance

### Safety and Security:

- In coordination with the Safety and Security senior manager ensure that the security protocols are followed ensuring the consistent monitoring and analysis of the security environment, and adherence by all staff to the IRC security protocols and procedures.
- Ensure that all new staff in the field office are briefed on security procedures and protocols
- Ensure prompt reporting of security concerns and safety/security incidents to the Safety and Security senior manager and Deputy Director of Operations in Beirut.
- Rigorous enforcement of security policies in Akkar.
- Assist the Beirut Safety and Security Team in analyzing the prevailing security situation and in carrying out security risk assessments in Akkar.
- Assist in the drafting of field security management plans, local contingency plans and other procedures as required.
- Assist the Safety and Security team to assess security training and orientation needs
- Ensure that the IRC premises are secure at all times.
- Take the lead role at field level in Critical Incident Management and incident reporting.

### Financial Management:

- Supervise the Finance staff in accordance the field management matrix
- Responsible for the management of the field office petty cash
- Oversee all budget expenditures in Akkar and ensure they are allowable and allocable according to IRC and donor regulations;
- Ensure daily cash count is being done.
- Ensure that field staff understands and adhere to IRC financial policies and procedures
- Ensure compliance with financial policies & procedures within the field office.
- Ensure that the finance staff are taking the required trainings to build their capacities
- Support in preparing budgets for the field office
- Liaise with finance as required on cash planning ensuring that the field office has sufficient cash
- Review the monthly BVAs related to the field office and highlight any recoding if needed

## Supply Chain Management & Reporting

- Supervise the Supply Chain functions (procurement and logistics personnel)
- Oversee and monitor Supply Chain activities to ensure they are carried out in full compliance with IRC and donor policy and procedures. Immediately notify the DDO of any actual or suspected irregularities or non-compliance.
- Provide recommendations to the DDO for procedural or policy changes to enhance logistics effectiveness, internal controls or cost efficiencies.
- Ensure spot-checks are done systematically, documented and reported for all IRC assets, inventory and equipment.
- Ensure timely submission of the monthly Management Report
- Lead SC staff meetings to ensure and promote planning for and responsiveness to program needs, improvement in understanding of policy and procedures across the operation team and the development of a motivated and cohesive team.
- Liaise with program staff as required, compliance issues, commitment tracking.
- Coordinate with Supply Chain Manager to ensure upkeep and general IRC facilities management.
- Supervise stock consumable items such as Offices supplies.

## Technical Quality:

- Contributes to the development of country strategic direction and planning.
- In coordination with the Deputy Director(s) and Technical/Operational Coordinators, lead on area of operations specific strategy development and operations planning
- Provide technical and/or management leadership to all support departments operating from the field offices in accordance with best practice and IRC policy.
- Ensures all transactions and systems in the field offices comply with country specific policies as well as IRC Global HR, Finance and Supply Chain guidelines.

## Grant Planning & Implementation

- Anticipates, plans and manages structural transitions associated with a gradual expansion of the field offices and program centers.
- Ensures regular field monitoring and notification of any modifications as required.

## Staff Management and Development

- Manage and develop the HR staff
- Coach, train, and mentor staff with the aim of strengthening their technical capacity, exchanging knowledge within the team and providing professional development guidance
- Supervise and mentor direct-report staff, including communicating clear expectations, setting performance objectives, providing regular and timely performance feedback, and providing documented semi-annual performance reviews.
- Provide constructive feedback and counsel on appropriate career paths and professional development.
- Promote and monitor staff care and well-being; approve and manage all leave requests to ensure adequate coverage.
- Offer leadership support for successful adherence by staff to IRC's Global HR Operating Policies and Procedures.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
- Ensure timely completion and submission of monthly timesheets, probations reviews and annual performance reviews.

## Coordination and Representation:

- Take part in external coordination meetings on behalf of IRC; represent IRC generally with third parties including community and government liaison as necessary.
- Prepare and circulate meeting notes and provide briefings to program staff on coordination issues
- Develops and maintains effective coordination and long-term relationships with external stakeholders, representing IRC positions, promoting long-term strategy and resolving problems/conflicts.
- Lead coordination between IRC logistics, finance, programs and grant staff to ensure timely and compliant program activities and expenditures; including active participation in grant opening/closing and review meetings.

## Key Working Relationships:

**Position Reports to:** Deputy Director of Operations

**Position directly supervises:** Field Procurement Manager, Senior Logistics Officer, Field HR Officer, and Field Finance Officer

**Indirect Reporting: Field Program Managers**

**Other Internal and/or external contacts:**

**Internal:** Deputy Director of Programs, Program Coordinators, HR Coordinator, Finance Controller, other Field Coordinator/Manager.

**External: Other external:** Relevant stakeholders, both GO and INGO.

## Job Requirements:

At least 5 years' experience working with a humanitarian/ development organization, including significant experience working at field level in complex environments.

- Previous substantial experience in at least two of the following fields: Human Resources, Finance, Supply Chain, Logistics, Procurement, Administration, Security
- University degree in related academic discipline
- Strong skills in people management, moderation, conflict resolution and capacity-building
- Previous experience of managing a large team (minimum 50 staff)
- Substantial understanding or proven experience of security management in complex and insecure environments
- Interest in humanitarian and refugee issues
- Experience in logistics, procurement, or related field. Familiarity with procurement and rental markets in the project locations strongly desired.
- Languages: Fluency in Arabic and high level of written and spoken English (Ability to write clear, well-argued and high-quality reports)  
Proficiency in French desired, but not required.
- INGO experience preferred
- Previous experience in field management and coordination will be a considerable asset
- Strong ability to prioritize work under pressure, maintain attention to detail, and coordinate multiple tasks to meet deadlines.
- Effective time management and organizational skills.
- Excellent interpersonal and problem-solving skills, creativity and flexibility. Energetic, with great networking and communication skills.
- Driver's license is required and 30% of travel is expected

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

**Returning National Candidates:** We strongly encourage national or returning national candidates to apply for this position. If you are a national of the Country in which this position is based and are currently located outside of your home country and possess over two years of international work experience, the Syria Response Region has introduced an attractive remuneration package. The package includes competitive compensation, return flight to post, shipping allowance, temporary housing and a relocation allowance. Certain restrictions may apply. IRC strives to attract, motivate and retain qualified national staff in our programs.