

COUNTRY COORDINATOR / LIBYA

(Reference: 23|LBY|CC01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Country Coordinator to oversee our team in Tunisia/Libya.

Position: Country Coordinator
Contract duration: 12 months, renewable
Location: Tunis
Starting Date: ASAP

COUNTRY PROFILE

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full-time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments.

In 2023 and beyond IMPACT Libya is looking to expand its information support to the humanitarian and development responses in several key areas, including protection and migration. Key strategic objectives of the mission are to expand the geographic and sectoral coverage in Libya and to enhance REACH advocacy capacity, through targeted and effective evidence gathering. The Libya mission is currently managed from our Tunis office; this position entails field visits to Libya, depending on the visa process.

FUNCTIONS

Under the management of IMPACT's Regional Coordinator in Geneva, the Country Coordinator is responsible for representing IMPACT and managing and developing IMPACT's programs in Libya. He/she leads the IMPACT team to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT guidelines, policies and standards across the mission. The CC is in regular contact with HQ, ensuring that organizational risks are promptly and clearly communicated to the Regional Coordinator, and other relevant HQ Senior Management. She/he will promote organizational vision and core values across the mission and will actively link with HQ to contribute to the implementation of IMPACT's global strategies.

In his/her mission, the Country Coordinator will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations, and, in coordination with ACTED, will ensure that all IMPACT staff abide by them.

RESPONSIBILITIES

The Country Coordinator responsibilities include the following:

STRATEGY DEVELOPMENT & IMPLEMENTATION

- Ensure IMPACT has an up-to-date understanding of the country's socio-economic situation, the impact of the crisis, as well as the aid/humanitarian coordination mechanisms
- Develop and oversee the implementation of a **Country Strategy** for the mission, and take a lead role in identifying strategic opportunities for strengthening IMPACT's work in the country, including identify funding opportunities to strengthen country programs
- Ensure each Unit within the mission develops and pursues a **Unit Strategy** that is aligned with the Country Strategy objectives

FUNDRAISING

- In close coordination with IMPACT HQ, **approach donors** to identify funding to support IMPACT's programs in country;
- Oversee project **proposal conceptualization**, within the framework of the country, regional and global strategy, and budget design, in consultation with ACTED and IMPACT HQ, ensuring the application of IMPACT guidelines on proposal, budget and contract design;
- **Negotiate proposal and/or contracts** with donors, in close coordination with IMPACT HQ and in consultation with ACTED Country Director (when joint proposal/contract).

PROGRAMME PLANNING AND IMPLEMENTATION

- Ensure that all **IMPACT programs** contribute to supporting better aid planning and are aligned with IMPACT global and country strategies;
- **Supervise all stages of program implementation**, receiving regular updates from team members providing inputs when required, and conducting field visits to program sites for monitoring, quality control and program staff mentoring and coaching;
- **Maintain regular link with ACTED** (as relevant) to facilitate the provision of logistic, administrative and security support to facilitate program implementation, as well as ensuring that IMPACT teams

comply to ACTED's security and other relevant FLAT regulations during program implementation;

PROJECT CYCLE MANAGEMENT

- **Grant and Project Management:** ensure that contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements, provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points and ensure adequate contribution to project and proposal follow up tools through the timely submission of monthly updated Reporting Follow Up (RFU) tool
- **Finance Management:** Control project budgets to avoid under/over spending, ensure accurate and timely financial tracking, forecasting and reporting and anticipate financial risks and gaps in funding;

TEAM MANAGEMENT AND LEADERSHIP

- **Provide leadership** across the mission, as well as within the country Senior Management Team, transmitting IMPACT's values and vision
- **Staff Management:** Ensure that all staff have clear and regularly updated TORs, workplans and Key performance Indicators against which their performance will be appraised, promote the growth and development of staff within the organisation and manage interpersonal conflicts (internal and external);
- **Administration and HR management:** Ensure transparent and timely recruitment of national staff and contribute to international staff recruitment upon HQ identification, proactively adapt the staffing structure to needs and funding and ensure regular performance appraisal and career management

INTERNAL COORDINATION AND COMMUNICATION

- Facilitate internal communication within the team and information sharing, ensure **regular reporting to IMPACT HQ** through the Monthly Coordination Report, as well as direct reporting to HQ grants management, finance, HR and program departments. Ensure that any risk to IMPACT programming, projects or staff is as soon as possible communicated to and understood by IMPACT director of country programmes and relevant HQ head of departments
- Ensure regular **coordination with ACTED's** Country Director, Project Development, Finance and other FLAT departments at all stages of project development and implementation, including consultations for donor discussions, participation in project kick off and lessons learnt meetings, joint drafting of monthly internal updates and drafting of donor reports or amendment requests. Ensure that all IMPACT staff is aware and fully abide by ACTED's regulations in terms of administration, logistics and security

EXTERNAL ENGAGEMENT

- Establish, maintain and improve active and regular working relationships with **coordination platforms** (clusters, sectors, working groups, NGO forum, HCT, etc), UN agencies, donors, NGOs, consortia, academia, and key decision-making forums;
- Identify potential opportunities and develop **donor relationships**, as relevant

REQUIREMENTS

- **Academic** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar)
- **Management experience** Previous experience in a senior management role in a INGO at field level . Proven track record in successful management of international and national teams in humanitarian contexts
- **Familiarity aid system** Familiarity with the aid system, and the research community;
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings.
- **Years of work experience** At least 5 years of relevant working experience or proven progression within IMPACT
- **Research skills:** Excellent research and analytical skills an asset. Experience in assessments. M&E, field research, evaluations an asset.
- **Software skills:** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset
- **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- **Level of independence** A self-starter with a proven ability to work independently;
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in geographical region** Past experience in the region is desirable;
- **Language skills** Fluency in English required, competency in French and Arabic an asset.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- Food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package