

Field Coordinator Trapani

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| Position: | Field Coordinator |
| Country : | Italy |
| Location : | Trapani |
| Closing application: | 24/03/2017 |
| Beginning of the mission : | 25/04/2017 |
| End of the mission : | 31/12/2017 |
| Reference supervisor : | Head of mission |

Mission Italy

Italian mission began its activities in 1999 when Doctors Without Borders (MSF) has realized that the same people treated and cared for at thousands of kilometers away were often in precarious conditions and need just in Italy. In these years they were held activities aimed at providing medical care to immigrants in the area, even without a valid residence permit.

Recently in Italy, as in other countries of the world and the Mediterranean (Libya, Egypt, Greece), the interventions were articulated based on the emergence of specific needs.

Since 2016 MSF-Mission Italy implements various projects:

- in Rome, it operates a rehabilitation center for people victims of torture;
- in Catania, plans to open a residential medical facility for post-acute care for asylum seekers,
- in the Mediterranean Sea, one of the people leading the rescue mission that cross the Mediterranean in search of a refuge in Europe;
- in the province of Trapani, lends psycho-social support to the guests of the CAS and offers a transcultural psychotherapy services in collaboration with ASP structures;
- in Italy, monitors the situation and the needs of the population on the move and provides aid to people involved in traumatic landings with emergency PFA team (Psychological First Aid)

Overall objective of the position

Coordinate the implementation of all aspects related to the project, managing the operation of various departments, and maintaining relationships with external actors.

Activity

In collaboration with the Head of Mission, the Project Coordinator is responsible for coordinating the implementation of all aspects related to the project

Representation / Information

Maintains relationships with relevant authorities in the province of Trapani and negotiates the necessary operating spaces for the project implementation

- Represents MSF during official meetings with local authorities, organizations and members of civil society
- Maintains regular contact with other groups, local organizations and associations working in the field of migration
- In collaboration with the team, he manages the planning and organization of work
- Ensures good communication between the project and the coordination
- He is responsible for building and maintaining the network of contacts on the various contexts of interest with institutional and non-institutional actors

Project management

- Analyses the context and with the project team identifies and assesses the medical needs and not of the beneficiary population, defining priorities, objectives and the program of activities of the project
- Defines, in consultation with the Head of Mission, strategies for project implementation
- Ensures, together with the team, implementation and follow-up of the project. He conducts regular monitoring and evaluation of the project
- He is responsible of project resources
- Compiles regular reports (weekly, monthly, quarterly) on the project activities
- Oversees and ensures proper management of the budget of the project, with the Fin Manager support

Management of human resources

- Coordinates, program and distributes the tasks and workloads to the team. He helps to clarify all operational aspects of the project team
- Contributes to the organizational layout of the project in collaboration with the Admin Manager Project
- Schedules regular working meetings with team
- He is responsible for the management of staff members
- Provides to explain the project and the objectives to new arrivals
- Ensures individual follow-up: supports and evaluates the staff in collaboration with the coordination

The employee may be required to perform additional activities not mentioned in this description.

Requirements

(N = needed; P = preferable)

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| Education: | Bachelor or second level | P |
| Professional experience: | Experience in managing projects | N |
| | Experience in management of human resources | P |
| | Experience of working in the humanitarian field | N |
| | Experience working with MSF | P |

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| Languages | Italian | N |
| | English | N |
| | French | P |
| Specific qualities: | Strategic vision | N |
| | Leadership | N |
| | Capacity planning | N |
| | Results Orientation | N |
| | Flexibility, stress management | N |
| | Punctuality and precision | N |
| | Work in a team | P |
| | Ability to work in a multicultural context | N |
| | Microsoft knowledge of Office package | N |
| | Commitment to the organization | N |
| | Driving license type B | N |