

Field Manager

Yamasayyar@gmail.com

Phone :

Web :



Job Summary

Vacancy :

Deadline : Aug 11, 2025

Published : Jul 28, 2025

Employment Status : Full Time

Experience : Any

Salary : As per Salary Scale

Gender : Male

Career Level : Any

Qualification :

Job Description

About INTERSOS: Over the past few years, Afghanistan has witnessed a relative improvement in security and stability across much of the country. This has allowed humanitarian actors like INTERSOS to maintain uninterrupted access and expand services in areas that were previously hard to reach. Despite this progress, the humanitarian situation remains critical, with millions of Afghans continuing to face acute vulnerabilities due to prolonged economic hardship, natural disasters, and limited access to essential services. In 2025, more than half of the population is in need of humanitarian assistance, with food insecurity, child malnutrition, and displacement remaining key concerns. Natural disasters, such as floods and recent earthquakes, have further compounded the needs of already struggling communities. INTERSOS continues to operate through a community-based approach with field bases in Kabul, Kandahar, and Zabul, delivering primary healthcare, nutrition, and protection services with a focus on women, children, and persons with disabilities. The organization enjoys strong community acceptance and collaborates closely with relevant national authorities, including maintaining the full participation of female staff in all activities. While the operational environment is largely stable and conducive, funding shortfalls and systemic barriers such as restrictions on financial flows and administrative bottlenecks continue to impact the scope and scale of humanitarian response. Sustained support is crucial to ensure the continuity of life-saving services and to address the urgent needs of Afghanistan's most vulnerable populations.

Job Description: The Field Manager provides leadership at Field Level to ensure the effective and timely implementation by overseeing the program and support activities at the Base level. Work closely with the programs, technical, and support teams at Base level to ensure coordination and successful delivery of activities. The Field Manager oversees the implementation of INTERSOS programmes as per designated projects responsibility in her/his base or area, under the hierarchical supervision of the Head of Operations and the technical one of the Head of Programme, ensuring detailed and coordinated activity planning, support for programme monitoring, and oversight of operational aspects of programme implementation at base level. She/He provides overall leadership for operational access and coordination of operations in his/her base and contributes to the overall Mission's planning as a member of the extended Senior Management Team (e-SMT). Reporting to: Hierarchical: Field Coordinator or Country Director Functional: South Programmes Manager Tasks Project implementation at base/province level: In coordination with the relevant Project Manager/Programme Manager, who remains overall accountable at project-level, supervise the work of the base field team members, lead the field team to achieve planned project outputs and objectives; Lead the development of base-level work-plans, allocating staff and resources in an efficient and effective way, and follow-up with all the teams to ensure all activities implemented are on track; Ensure all teams are fully supported in terms of management and coordination, in particular coordination between different projects ongoing in the base/area; Contribute to the development and implementation of new strategies and activities to enhance program delivery in line with the identified needs of the beneficiaries; Provide regular written reports and contribute to the preparation of status and progress reports, as required. Contribute to the evaluation of the impact of interventions and remaining needs, including collecting and analyzing data that could support an analysis of project outcomes and program development objectives at field level. Ensure compliance at base level with INTERSOS standards and SOPs, respecting the implementation of any technical or operational recommendation in a timely manner. Use the tools and terminology of project cycle management to communicate project activities and objectives to the field team. Supervision and Staff Management: Supervision of project managers, Technical specialist/Experts and support team (HR, Finance, Logistics, Access & Safety) at Base/Province level (HR, Finance, Logistics, Access & Safety). In coordination with the HR department and relevant Managers, plan and organize the organizational charts, distribute tasks and workload among the teams, guiding their comprehension of the issues linked to the Programme and area/province level operation through regular working meetings and feedback, in order to ensure an efficient deployment of the resources and the achievement of the expected goals Inform the field team on the instructions given by the coordination promoting fluent, smooth written and oral communication and information flow and ensuring confidentiality. In coordination with the HR department, relevant project managers and technical coordinators, identify training needs, building the capacity, coordinate, supervise and motivate the staffs, supports ad hoc training sessions and on-the-job training, provide individual follow-up and coaching, carry out end-of-assignment evaluation of the team members and lead internal communication initiatives in order to facilitate people's integration and professional development and to maximize their capabilities and commitment to INTERSOS values and project's goals In coordination with the HR department, it is responsible for ensuring that the Programme and support staffs at the base/province level are trained and respect INTERSOS policies, rules and regulations. Reporting: In collaboration with Grant and Reporting Manager & Head of Programme, ensure the programme's institutional memory, keeping written records (and file them) on its development, in order to broadcast INTERSOS achievements and improve awareness. Ensure regular internal reporting and elaborating, in coordination with Grants and Reporting manager, contractual reports according with donor rules and regulation. Ensure INTERSOS Project Appraisal Tool (PAT) of the Project Manager under him/her supervision is accurate through data collection and timely submission. Monitor the project data collection with relevant technical referent, analysis and reporting on a timely basis to ensure correct use of the internal DB and monitoring tools. Finance and logistics: In collaboration with the relevant Project Manager, plan and monitor the financial expenditures ensuring the correct reporting and accounting of expenditures as per defined budget. In coordination with the Finance department supervise project financial indicators in order ensure efficiency and early detect deviations and their causes. In coordination with the field coordinator/Head of operation plan and ensure overall supervision of the procurements for the programme needs, monitoring the progress with relevant project manager. Field management: Oversee opening, closing and/or regular running of one base, including staff management, program support activities, administration and logistics overview, and security of the base, ensuring that all field activities are implemented in line with INTERSOS principles and guidelines, in an efficient and effective manner. Ensure the application of, and compliance with, INTERSOS security protocols and policies and inform such protocols application and review based on field level monitoring and contextual update. Under the supervision of the relevant Programme lead (Programme Manager), liaise with targeted communities, key informants, local authorities, and any key stakeholder that could support and inform the program; and represent INTERSOS in formal communications with local authorities with the support of Access and Safety officer. Ensure all teams are fully supported in terms of management and coordination, in particular coordination between different projects and the different departments in the field of operation. Promote a good working environment for field staff and lead internal dialogue and collaboration across sector/project teams. Ensure good HR practice for all field office staff, including the promotion of a friendly and professional working environment, regular performance appraisal and providing opportunities for staff development and learning. Ensure safety and security of INTERSOS staff, assets and interventions at the field level, regularly analyze the local context, access and security dynamics and update the Country Director and Head of Operations in timely fashion. Internal and External Coordination & Liaison at Base/Province level: Ensures internal and external coordination with relevant stakeholders and partners to facilitate the implementation of INTERSOS activities and programs and contributes to INTERSOS access and safety strategy review and implementation at base/province level, as per area of responsibility designated by the Country Director. Conduct ongoing liaison with all relevant stakeholders at base level, as mandated by the Field Coordinator /Country Director. Represent INTERSOS in a positive and professional manner and contribute to the creation of a positive image and overall credibility of the organization, notably through the application of INTERSOS mandate, ethics, values and stand-point with regard to other actors; Participating at different fora at field level to ensure representation and coordination of INTERSOS with others stakeholders (authorities, humanitarian coordination led by UN Agencies, sub-cluster if any, working group, ad hoc meeting with operational partners, INGO and Local NGOs/CBOs); If required, participate in the identification of potential local partners and/or coordinate programme set up and implementation with them. Job Requirements: Education: University's degree in management, human rights, social studies or any related field, Master's degree is preferable. Ideally at least 5 years of professional experience, preferably in the NGO and humanitarian sector. Professional requirements: Excellent understanding of project cycle management (formal training/certification in PCM would be an advantage). Demonstrated problem solving ability. Working knowledge of donor requirements and compliance issues. Good working knowledge of MS Office or equivalent. Experience and good understanding of admin/finance & logistics functions. Ability to work independently. Demonstrated leadership and interpersonal skills. Demonstrated experience in staff management. Readiness to commit and adhere to the values, mission and vision of INTERSOS. Languages: Proficiency in English (written and spoken) Fluency in local language (written and spoken) Personal requirements: Works well in a team. Tolerance for differences, and comfortable in a multicultural environment. Ability to work and adapt in different environments Very strong interpersonal skills: strong communication and diplomatic skills Practical and problem-solver Submission Guideline: Respected Applicants, please visit the link below and fill in the required information. <https://forms.gle/u8NdAthxKFdgk5DC6> Please note that only shortlisted applicants will be contacted with and called for a test/Interview. Qualified People with Physical Disabilities and Female candidates are highly encouraged to apply. Submission Email: <https://forms.gle/u8NdAthxKFdgk5DC6>

Education & Experience

Ideally at least 5 years of professional experience, preferably in the NGO and humanitarian sector.

Must Have

: University's degree in management, human rights, social studies or any related field, Master's degree is preferable

Educational Requirements

Compensation & Other Benefits
