

JOB DESCRIPTION

Preliminary job information	
Job Title	LOGISTICIAN
Country & Base of posting	NIGERIA - MAIDUGURI
Reports to	FIELD COORDINATOR
Duration of Handover	-
Duration of Mission	3 months (renewable)

General information on the mission
<p>PUI</p> <p>Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 140 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 4 million people in 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.</p>
<p>Context</p> <p>With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as the first economy in Africa thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge inequalities between rich and poors, and from a high rate of corruption, at every level.</p> <p>In 2015, presidential elections were held and led to the election of Muhammad Buhari (former military) to replace Goodluck Jonathan. During the first months of his election, he has shown particular efforts to get progressively rid of corruption, and has officially announced that he would stop Boko Haram from harming people.</p> <p>Boko Haram (meaning Western education is forbidden/ is a sin) and recently renamed Islamic State in Western Africa after it pledged allegiance to the group Islamic State, is a Sunni terrorist and jihadist group seeking to create a Kalifate in western Africa ruled by the sharia law.</p> <p>Created in 2002 by Mohamed Yusuf in Maiduguri (State of Borno), the group has been carrying out armed attacks on civilian populations since 2011. However, the group was already at war with the national security forces in Nigeria, since 2004 with a high peak of the crisis in 2009.</p> <p>From 2013, Boko Haram exported its action abroad, in Cameroon, Chad and Niger and was linked to a number of attacks kidnapping, particularly in Northern Cameroon. The intensification of conflict in north east states of Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe has inevitably resulted in the displacement of people across the troubled states.</p> <p>A regional force made up of troops from Nigeria, Niger, Chad and Cameroon launched a military offensive against Boko Haram in early 2015 and resulted in significant territorial losses for the insurgent group. By April 2015, Boko Haram had lost all its held territories except its stronghold in the Sambisa forest in Borno state (Reuters, 05/05/2015). The territorial gains by regional forces have prompted Boko Haram to revert to guerrilla tactics including village raids, abductions, bombings, and suicide attacks, increasingly targeting civilians – also in areas not previously targeted.</p> <p>At the end of the year 2015, Boko Haram has been responsible for the deaths of 11,000 people, becoming the world's deadliest terrorist group before the Group Islamic State.</p> <p>OCHA estimates that about 14,8 million people are affected by the Boko Haram Crisis in the North Eastern States of Nigeria. Violence and armed conflict have worsen the situation of a civilians already living in precarious conditions and undermined the</p>

development efforts to reduce poverty, strained the States resources and exhausted the community coping capacities. This 6-years Crisis also put at risk inter-community, inter-ethnic and inter-religious coexistence.

As of today, 2,3 million IDPS have been registered in Nigeria, and with no access to most areas of Borno State it is estimated that IDPs should in fact be around 3 million. If some of the IDPs have sought refuge outside the North East, **Adamawa, Borno, Gombe and Yobe States** have been the most affected by the crisis. From the affected population, it estimated that 7 million people (with no consideration of status) **are in need of urgent humanitarian assistance**.

As of today, 70% of the registered IDPs (about 1.7 million) are settled in Maiduguri city which already counts 2.5 million people. 90% of the IDPs are located in host communities.

These alarming figures and the still ongoing displacements conducted Premiere Urgence Internationale to launch an exploratory mission in December 2015 to get a better overview of the situation, a better acquaintance with the context and to meet with the partners. After this visit, a multi-sectorial needs assessment was conducted in the city of Maiduguri.

PUI's strategy/position in the country

The results of the assessment led PUI to position in host communities hosting IDPS of Maiduguri city.

In the beginning, the strategy will be focused on :

- Improving food security of the vulnerable population affected by the crisis via an e-voucher system
- Improving livelihoods and access to water via Non Food Items assistance via an e voucher system
- Improving the overall understanding and knowledge of humanitarian needs in Maiduguri through the implementation of an early warning system

History of the mission and current programs

PUI is currently in the opening phase of the mission. Nevertheless, the NGO has been present in the region for several years now, in Chad and in Cameroon where PUI implements projects assisting communities affected by the actions of insurgents group of Boko Haram.

Configuration of the Mission

BUDGET FORECAST 2016	2 MILLION EUROS
BASES	ABUJA (COORDINATION) AND MAIDUGURI
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	100
NUMBER OF CURRENT PROJECTS	Under negotiation
MAIN PARTNERS	Ministry of Foreign Affairs (CDC), ECHO
ACTIVITY SECTORS	Food Security and Livelihood NFI and Psychosocial
EXPATRIATE TEAM ON-SITE	Coordination Office : 7 expatriates (with movements to Maiduguri) : HOM/ FIN CO/ HR CO / LOG CO/ PROG CO / SECU CO/ GRANTS OFFICER Maiduguri Office : 4 expatriates / FIELD CO/ LOG BASE/ ADMIN BASE/ PM FS

Job Description

Overall objective

The Logistician is responsible for the proper opening of the base and the proper functioning of its logistics services, in compliance with the procedures of PUI and donors.

Tasks and Responsibilities

- ▶ **Team Management:** He / She oversees the recruitment, training, organization and management of logistics teams (PUI employees and potential daily workers), giving direct supervision to the national team.
- ▶ **Base opening and logistical support:** He/She oversees all the necessary logistical operations to ensure the proper opening and the proper functioning of the base, and ensures the roll out of standard internal logistic procedures.
- ▶ **Ensure reporting and dissemination of information :** He /She ensure all the reporting and information in disseminated among concerned services.

Specific Goals and Related Activities

1. TEAM MANAGEMENT

- ▶ He/She design the team set-up and size according to the support needs of the base.

- ▶ He/She oversees the hiring process of the whole logistic team and participates in any decision related to the termination of employment contracts of national employees.
- ▶ He/She supervises and manages directly his/her team
- ▶ He/She guides the work of the logistics teams, tracks the realization of their objectives, and leads the mid-term and final staff evaluations.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- ▶ He/She assumes or delegates responsibility for the induction of new members of his team, ensuring the project and base context, the relevant PUI tools and policies are well understood
- ▶ He/She completes basic training programs for national employees and identifies additional training needs and sets up adequate training programs (organizational support, methodology, and technical support as the case may be organization of training sessions).
- ▶ He/She prepares the job profiles of national employees under his/her immediate supervision

2. ENSURE OPENING AND LOGISTICAL SUPORT OF THE BASE

- ▶ He/She ensures the proper opening of the base which includes : finding adequate infrastructures and furniture, ensuring procedures and premises meet basic PUI security requirements, ensuring the supply of all necessary material to launch the activities setting up and implementing internal logistic procedures on the base (especially market analysis and supply procedures)
- ▶ He/She ensures that the needs of the site are met (support, programming) and reports the needs to the Field Coordinator, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets.
- ▶ He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.
- ▶ He/She organizes the movement of vehicles on a weekly basis.
- ▶ He/She ensures adequate storage arrangements for all property and equipment.
- ▶ He/She ensures proper delivery of all purchases planned for the operational sites.
- ▶ He/She prepares and updates the inventory of supplies and equipment for the site, and submits it to the Log Coordinator.

3. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She sends the internal and external reports to his/her immediate supervisor, while meeting internal deadlines for endorsement (monthly logistical reports / Accounting/ returns on budgetary monitoring / cash flow estimates)
- ▶ He/She attends internal coordination meetings, and participates actively.

Focus on 3 priority activities relating to the context of the mission

- ▶ Opening of the base: finding adequate and secure infrastructures, ensuring the supply of all necessary material to launch the activities.
- ▶ Recruitment, training and organization of the logistic team.
- ▶ Setting up and implementing internal logistic procedures especially regarding security management.

Team Management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management:
 - National Staff: 2
- ▶ Indirect management:
 - National Staff: 5

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Logistics ▶ Technical ▶ Project Management ▶ Training in Public Health / Agric / Water, Sanitation / Other ▶ Bioforce
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian 	Min. 1 year	<ul style="list-style-type: none"> ▶ Experience in Team Management

<ul style="list-style-type: none"> ▶ International ▶ Technical 	<i>A fortiori</i> Min. 1 year	<ul style="list-style-type: none"> ▶ At least one experience in base/mission opening
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Team Management ▶ Logistical skills 	<ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors (ECHO ...) ▶ Knowledge of PUI procedures
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office 	X	

Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)

- ▶ Leadership skills and ability to take decisions
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Analytical (discernment, pragmatism) and synthesis skills
- ▶ Ability to show authority, if necessary
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ Sense of diplomacy
- ▶ Strong listening, negotiation and communication skills
- ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and particularly in unstable circumstances
- ▶ Ability to integrate local environment into operations, in its political, economic and historical dimensions

Other

- ▶ Ability to implement various intervention strategies based on difficult security logistics, humanitarian context, and to adapt quickly in response to new constraints (security, logistics)

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1 650 up to 1 980 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months