

JOB DESCRIPTION

Preliminary job information	
Job Title	BASE ADMINISTRATOR
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>Context</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>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 poor, 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 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.</p> <p>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</p>

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 Administrator is responsible for the roll out of all administrative (financial and HR) procedures related to the base and works in close collaboration with the Administrative and Financial Coordinator in sound financial, accounting and budgetary management of the base as well as management of human resources, in compliance with the PUI and donors procedures and National and local regulations.

Tasks and Responsibilities

- ▶ **Administrative and Financial Support:** He/She oversees administrative and financial questions in the base, and ensures compliance with relevant procedures, with substantive support from the mission's Administrative and Financial Coordinator (AFC).
- ▶ **He/She manages Accountancy and Reporting at base level and send the relevant information to the Coordination in Juba, according to PUI calendar**
- ▶ **Human Resources:** He/She supervises the on-site activities related to administrative and human resource management.

Specific Goals and Related Activities

1. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up aspects relative to finances, including budgetary, accounting and treasury elements in the base.

- ▶ He/She ensures the design and the roll out of all necessary financial and budget management tools related to the opening of the base.
- ▶ He/She ensures the proper use of these tools and procedures for financial, accounting and budget management in the base: accounting procedures, accounting records, SAGA, budget follow up, budget projections, cash forecasts, cash management and cash security.
- ▶ He/she provides to the AFC on a month bases the cash forecast based on the budget forecast and the procurement plan.
- ▶ He/she ensure that the administrative and financial archives are in compliance with internal procedures
- ▶ He/She organizes and provides training to the admin national staff on these tools and procedures. He/she makes sure that these tools and procedures are understood and applied by the national staff.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site and projects.
- ▶ As regards budgetary monitoring, He/She participates in team-based analysis (along with technical, and logistics management) and is responsible for detecting anomalies and proposing adjustments to the Field coordinator and to the AFC,
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the AFC according to the agreed calendar, after endorsement by the Field coordinator.
- ▶ Together with the AFC and the Field coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the AFC and the Field coordinator, he/she ensures that a system of internal oversight is in place in the base.
- ▶ He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.
- ▶ He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.
- ▶ He/She provides a technical support to the base (teams) regarding financial tools.
- ▶ Together with the AFC he/she develops tools to perform the administrative service in the base.
- ▶ Under the supervision of the Administrative and Financial Coordinator, he/she organizes the preparation of the audits.

2. ENSURE HUMAN RESOURCE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up HR procedures and management tools in compliance with the labor regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in the base.

- ▶ He/She ensure the roll out of HR rules, procedures and tools related to the base opening and functioning regarding: national HR regulations, national staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records, by-laws.
- ▶ Under the supervision of the AFC he/she ensures these rules, procedures and tools are adapted to the base.
- ▶ He/She guarantees that the recruitment procedures are respected and actively contributes to the recruitment (advertisement, applications, and interviews) of all national staff, especially during the phase of base opening
- ▶ He/She initiates and maintains a dialogue with all relevant local and national authorities regarding all HR related subjects and legislations.
- ▶ He/She ensures the administrative management of national staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She assumes or delegates responsibility for the induction of any new employee in the base, and ensures, in particular, that logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and well understood.
- ▶ He/She suggests possible updates to HR policy in terms of rules, procedures and tools relating to recruitment, remuneration, administrative management, disciplinary aspects and management of individual career development within the organization.
- ▶ He/She controls and monitors the implementation of tools and procedures and provides the necessary support to perform the service.
- ▶ He/She participates in the hiring process, as well as in any decisions related to the termination of employment contracts of local personnel at the site.
- ▶ He/She ensures compliance with PUI's Internal Rules of Procedure in the base.
- ▶ He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She completes training programs for the local staff (logistical and administrative aspects) based on identified needs.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Field coordinator, in the event that he/she is not able to resolve dispute.
- ▶ He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.

- ▶ He/she ensure that the HR archives are in compliance with internal procedures

3. 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

4. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She ensures efficient flow of information to the Administrative and Finance Coordinator, and, if necessary, to the Program team, to the Logistics team, and to the Head of Mission.
- ▶ He/She drafts or participates in the drafting of reports on internal operations in all matters concerning his field of action in financial, budgetary, accounting and HR management of the mission.
- ▶ He/She supports the Field coordinator(s) in the performance of their admin activities, in a functional, not hierarchical, relationship.
- ▶ He/She sends the internal and external reports to the 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.
- ▶ If necessary, he/she represents the association with partners, local authorities and various actors involved in the financial, administrative, legal and human resource aspects of the mission.

Focus on priority activities relating to the context of the mission

- ▶ Ensure the opening of the base regarding administration (finance and HR) issues.
- ▶ Coordinate the recruitment of the whole team on the new base (program, log and admin departments).
- ▶ Implement PUI procedures on the base and train the new admin team on them.

Team Management

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

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

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management	Project management Human Resources Management
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 2 years X Min. 1 year	<ul style="list-style-type: none"> ▶ Experience in Team Management ▶ At least one experience in base/mission opening

KNOWLEDGE AND 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 ▶ Other (to be specified) 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	Saga

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

- ▶ 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) 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 and to adapt to a different cultural context

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