

## Preliminary Job Information

<b>Job Title</b>	<b>FOOD SECURITY PROJECT MANAGER</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA - MAIDUGURI</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Creation/Replacement (incl. name)</b>	Replacement
<b>Duration of Handover</b>	-
<b>Duration of Mission</b>	3 months (renewable)

## General Information on the Mission

### Context

**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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

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.

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.

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.

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.

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.

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.

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.

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.

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**

<b>BUDGET FORECAST 20XX</b>	<b>2 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (COORDINATION) AND MAIDUGURI</b>
<b>NUMBER OF EXPATRIATES</b>	11
<b>NUMBER OF NATIONAL STAFF</b>	100
<b>NUMBER OF CURRENT PROJECTS</b>	Under negotiation
<b>MAIN PARTNERS</b>	Ministry of Foreign Affairs (CDC), ECHO
<b>ACTIVITY SECTORS</b>	Food Security and Livelihood NFI and Psychosocial
<b>EXPATRIATE TEAM ON-SITE</b>	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 food security project manager shall supervise the implementation of food security programs implemented in Maiduguri.

### **Tasks and Responsibilities**

- ▶ **Programmes:** He/She shall ensure the proper implementation and monitoring of the food security programme(s) for which He/She is responsible.
- ▶ **Human Resources:** He/She shall supervise the food security team (PUI employees and any daily-employed workers).
- ▶ **Logistics and administration:** He/She shall ensure the logistical and administrative monitoring of project(s) for which He/She is responsible.
- ▶ **Representation:** He/She shall represent the Association to partners, authorities and local players involved in the implementation of food security programmes.
- ▶ **Safety and Security:** He/She shall contribute to the observance of safety and security rules at the site and shall transmit all information relating to safety and security to his/her line-manager.

### **Specific objectives and linked activities**

#### **1. ENSURING THE IMPLEMENTATION AND MONITORING OF FOOD SECURITY PROGRAMME(S)**

- ▶ He/She shall ensure that aid recipients and local populations both understand the project goals and actively participate in their implementation.
- ▶ He/She shall plan activities and ensure compliance with the schedule of activities. In the event of major delay in the implementation of any project(s), He/She shall immediately inform his/her line manager and propose remedial action.

- ▶ He/She shall validate Technical choices.
- ▶ He/She shall ensure the smooth running of food security programme(s) for which He/She is responsible and supervise compliance with objectives set out in project proposal(s). In particular He/She shall monitor the specified indicators, report to his/her line manager, signal any difficulty encountered in implementation and propose improvements or refocusing if necessary.
- ▶ He/She shall ensure the implementation of monitoring and/or evaluation according to needs identified by the project(s). He/She shall analyse information collected and transmit it to his/her line manager. He/She shall produce and distribute monitoring and evaluation reports to those concerned according to project requirements and/or information gathered.
- ▶ He/She shall ensure funding for all documents, tools and training produced within the framework of the project(s) and shall satisfy him/herself of the availability of the sources of verification mentioned in the proposals.
- ▶ He/She shall send internal and external reports to his/her line manager, complying with internal validation timescales (SitRep) and external contractual schedules (project reports).

## **2. FOOD SECURITY TEAM SUPERVISION**

- ▶ He/She shall familiarise him/herself with the PUI internal regulations for the mission and satisfy him/herself that they are known and observed within his/her team.
- ▶ He/She shall define the job profiles for members of his/her team, have them validated by the Head of Base and shall actively participate in recruitment (interview, test etc.).
- ▶ He/She shall ensure that a written evaluation is made of each person, at least once per contract and per year and, as a minimum, before they leave their post.
- ▶ He/She shall set up specific coordination procedures for his/her team and organise its supervision.
- ▶ He/She shall identify and provide for his/her team's training needs and (organisational, methodological and possibly technical support; organisation of training etc.).
- ▶ He/She shall produce the organisation chart for his/her team and have it validated by the Head of Base.

## **3. PROVIDING LOGISTICAL AND ADMINISTRATIVE MONITORING OF FOOD SECURITY PROGRAMME(S)**

- ▶ He/She shall send his/her programme needs to the Head of Base according to available budgets. He/She shall satisfy him/herself that such requests are realistic with regard to supply timescales by taking into account the mission's time and logistics constraints, as well as programme-specific procurement procedures.
- ▶ He/She shall contribute to the analysis of supplier bids for purchases with highly technical specifications (in particular, agricultural inputs) and carry out the necessary compliance testing (germination tests etc.).
- ▶ He/She shall actively participate in producing calls for tender, as applicable, in coordination with the Logistics Coordinator.
- ▶ He/She shall, in coordination with the Head of Base, satisfy him/herself that appropriate stocks of equipment are held for his/her programmes.
- ▶ He/She shall report weekly to the Head of Base re his/her vehicle and communications equipment requirements for programme implementation.
- ▶ He/She shall organise the logistics aspect of his/her programmes (delivery, distribution, storage on site etc.), in coordination with the Head of Base.
- ▶ He/She shall provide the Head of Base, on a monthly basis, with all information required to produce the cashflow forecast for his/her programme(s).
- ▶ He/She shall ensure the availability each month of up-to-date budgetary monitoring for the programme(s) for which He/She is responsible and He/She shall participate in its analysis, identify any discrepancies and suggest adjustments to the Head of Base.

## **4. PROVIDING REPRESENTATION FOR PUI WITH FOOD SECURITY PLAYERS**

- ▶ He/She shall represent the Association to local players involved in the implementation of food security programmes and shall ensure the maintenance of good relations with each of them (observing the principles of PUI's neutrality and independence).
- ▶ In agreement with the Head of Base, He/She shall participate in and be an active member of any coordination meetings about food security questions.
- ▶ In the event of inspection by a Funding Organisation, He/She shall actively participate in preparing for and conducting the visit.

## **5. ENSURING SAFETY AND SECURITY OF GOODS AND PEOPLE**

- ▶ He/She shall ensure that the team for which He/She is responsible knows the safety and security plan and that the safety and security rules are observed.
- ▶ He/She shall contribute to the collection of information about safety and security in the area of intervention and send them to the Head of Base on a regular basis or, in an emergency, on an ad hoc basis.
- ▶ He/She shall ensure that the project(s)', methodology and selection criteria do not endanger the aid recipients, members of PUI or any other person. He/She shall, without delay, warn the Head of Base in the event of teams or aid recipients being endangered.
- ▶ He/She shall ensure that members of his/her team and any daily-employed workers have safety equipment suitable for their activities (e.g. helmets, safety boots, safety vest, gloves etc.).

## **6. CONTRIBUTING TO DRAWING UP NEW PROPOSALS**

- ▶ He/She shall participate in the identification of food security needs in coordination with the Head of Base.
- ▶ When new operations are being planned, He/She shall, together with the Head of Base, contribute to the preparation of project proposals for the food security element.
- ▶ He/She shall participate in mission strategy planning.

<b>Team Management</b>
Number of people to manage and their position (expatriate/local staff)
<ul style="list-style-type: none"> <li>▶ Direct management: 15</li> <li>▶ Indirect management:0</li> </ul>

## Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>		Specialisation in IT systems Project management
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X X X	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good drafting skills</li> <li>▶ Knowledge of project management</li> <li>▶ Cash Based Intervention</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of institutional funding organisations' procedures (OFDA, ECHO, PFA, UN AGENCIES ETC.)</li> <li>▶ Knowledge in e-voucher systems</li> </ul>
<b>LANGUAGES</b>		X
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (details)</li> </ul>	Mandatory	
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Office Suite</li> <li>▶ Other (details)</li> </ul>	X	Statistics, GIS (MapInfo, ArcView etc.) Database (Access or other)

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

<ul style="list-style-type: none"> <li>▶ Ability to work independently while taking initiatives and showing a sense of responsibility</li> <li>▶ Ability to withstand pressure</li> <li>▶ Sense of diplomacy</li> <li>▶ Analytical skills</li> <li>▶ Capacity to adapt and showing organizational flexibility</li> <li>▶ Organization, rigor and ability to meet deadlines</li> <li>▶ Ability to work and manage affairs professionally and with maturity</li> <li>▶ Ability to represent the activities and the mandate of PUI before local authorities</li> <li>▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions</li> <li>▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies</li> <li>▶ Strong listening and negotiation skills</li> <li>▶ Good people and communication skills</li> <li>▶ Ability to remain calm and level-headed</li> <li>▶ General ability to resist stress and particularly in unstable circumstances</li> </ul>
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### Other

<ul style="list-style-type: none"> <li>▶ Mobility: Extensive travel may be required</li> </ul>
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## Conditions

### Status

<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
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### Compensation

<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME:</b> from 1 650 up to 1 980 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
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## 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