

Preliminary Job Information

Title of Position	HR MANAGER
Country & Town Assignment	NIGERIA, ABUJA (POTENTIAL MOVEMENT TO MAIDUGURI)
Direct Link	ADMINISTRATIVE AND FINANCIAL COORDINATOR
Creation / Replacement (+name)	Creation
Duration of the Handover	N/A
Duration of the Mission	1 month (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 Première 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 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 e-voucher / gardening / IGA
- Improving access to water, sanitation and hygiene via rehabilitation and construction of boreholes, wells and latrines and access to hygiene and shelter Non Food Items (via e voucher)

During the course of February a health and mental health assessment will be realized in order to complete our analysis and to be able to set a referral system up for malnutrition cases and psychosocial in Maiduguri (Borno State).

History of the mission and current programs

The mission is currently in its opening phase. A base is being set in Maiduguri where the programs will be implemented. The first program, funded by ECHO, is targeting 1000 households of Flour Mills area in food assistance via electronic voucher.

Configuration de la mission

BUDGET FORECAST 2016	1,5M€
BASES	COORDINATION IN ABUJA / BASE MAIDUGURI
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	20
NUMBER OF CURRENT PROJECTS	1
MAIN PARTNERS	ECHO, CdC, OCHA
ACTIVITY SECTORS	Food Security
EXPATRIATE TEAM ON-SITE	In Maiduguri : PM + Field Coordinator Between Maiduguri and Abuja : HoM, Log CoO and Finance CoO

Job description

Overall objective

Under the supervision of the Administrative and Financial Coordinator, the HR support works in close collaboration with the National HR Manager to develop the Human Resources policy in accordance with the labor regulations in the country of operation and in coordination with INGOs working in the country.

Tasks and Responsibilities

PUI mission in Nigeria has opened in April 2016, and the HR policy and set up has entirely to be define in order to be coherent with the humanitarian actors practices, and in full respect of the Nigerian Labour Law. Most of the team members have to be recruited in the coming weeks.

The final objective of this support mission is to formalize a HR policy including a coherent salary grid and function grid as well as a proposition of Internal Rules.

- HR Policy: He/she supports the developing of PUI's HR policy to the mission in accordance with the country of operation's relevant legal framework.

Specific objectives and linked activities

1. HELPING THE DEFINITION AND DEVELOPMENT OF PU'S HR POLICY IN NIGERIA

- ▶ He/She will conduct a HR benchmark of INGOS working in the same areas and field of activities
- ▶ He/ She will gather information related to HR through the HR Working Group
- ▶ He/ she will get acquaintance with the Nigerian Labour Law and the employer's obligation in Nigeria (including taxes)
- ▶ He / she will propose a coherent salary and function grid, according to the HR benchmark and to Nigerian Law
- ▶ He / she will propose a draft of Internal Regulations and provide a memo of the process to follow to validate it by the Nigerian Ministry of Law
- ▶ He/She will set up templates for contracts according to the possible type of contracts in the country
- ▶ He/she shall collaborate with the Administrative and Financial Coordinator (AFC) for proper consideration of budgetary constraints.

Required Profile

Knowledge and Expertise sought

	REQUIRED	DESIRABLE
EDUCATION	HR Management	Project management

PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	X X X	HR officer, HR Coordinator
KNOWLEDGE & SKILLS	Team management Capacity building Salary grid Rules and Regulations	Labor law Recruitment Administrative management Database salary management
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	Mandatory	X
COMPUTING		
<ul style="list-style-type: none"> ▶ Office Pack ▶ Other (specify) 	X (Excel required)	

Personal characteristics expected

- Maturity
- Good Stress Management, calmness, serenity, resistance to pressure
- Analytical ability
- Reliability
- Sense of responsibility
- Great listening skills, empathy
- Adaptability, priority management, practicality, organization
- Diplomacy and ability to negotiate, good communication
- Honesty and thoroughness

Proposed terms

Status

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

Remuneration

- ▶ **MONTHLY GROSS INCOME**: : from 1 870 up to 2 200 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Expenses covered

- ▶ **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