

## Preliminary job information

<b>Job Title</b>	LOGISTICS COORDINATOR
<b>Country &amp; Base of posting</b>	NIGERIA – ABUJA
<b>Reports to</b>	HEAD OF MISSION
<b>Creation / Replacement (incl. name)</b>	Replacement
<b>Expected Date of Arrival</b>	01/10/2016
<b>Duration of Handover</b>	-
<b>Duration of Mission</b>	3 months (renewable upon funding)
<b>Funding ensured until (date + no. of months)</b>	

## 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 socio-economic inequalities, and from high rates 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), renamed Islamic State in Western Africa after it pledged allegiance to the group Islamic State in april 2015, 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. Abubakar Shekau has taken over the leadership of the group after Yusuf died in detention in 2009 and has radicalized BH's actions in the Lake Chad Basin.

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, Borno, Adamawa and Yobe has inevitably resulted in the displacement of people across the troubled states. As of today, OCHA estimated that 7 million people are in need of humanitarian assistance, of whom 1.8 million are displaced in the sole city of Maiduguri. The main need is related to Food Security, and access to basic services (Water, Health, Sanitation ).

If 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.

In August 2016, Al-Barnawi was appointed as the new leader by the high commandment of ISIS for the western African province of the Islamic State, which caused a scission inside the group between ISWA (Islamic State in Western Africa) led by Al-Barnawi and Boko Haram "historical channel" led by Abubakar Shekau. This scission might cause changes in the security context in the coming months. Armed clashes are still ongoing in Borno state drastically reducing access to the vulnerable populations outside Maiduguri, in Local Government Areas of Borno State.

### PUI's strategy/position in the country

PUI is present in Nigeria since April 2016, and wishes to extend its coverage of the needs of vulnerable population in Borno State, and particularly in Maiduguri city.

In a comprehensive and integrated approach, Première Urgence Internationale wishes to develop its positioning in Health, Shelter and WASH to complete its current intervention in Food security.

### History of the mission and current programs

PUI has kept a constant watch on the Boko Haram crisis since the rise of the insurgency in 2009 and especially since the beginning of mass displacements in 2013. PUI has conducted a two phase assessment in December 2015 and in January-February 2016. First, in Abuja in December 2015 with the objective of meeting key partners, networking with INGOS, UN agencies, donors and authorities, launching the registration process as well as preparing the second phase. This second phase has been conducted with the objective of performing a multi-sector needs and vulnerability assessment targeting IDP and local populations (those hosting IDPs and those not) outside of official camp settings in Borno State's capital, Maiduguri. This assessment confirmed the emergency of the humanitarian situation and the need for a rapid intervention in order to address primary needs of people affected by the conflict in this area, especially those who had not received any assistance yet.

Moreover PUI has been present in the region for more than a decade, implementing projects in Chad since 2004 and in Cameroun since 2008. In Cameroon, PUI is implementing a project in response to Boko Haram -related displacement in the Extreme North, and in Adamaoua.

PUI has been officially opened in Nigeria since april 2016, targeting affected vulnerable populations living in the ward of Bolori II in the northern part of Maiduguri. PUI has been granted a temporary registration and is under way to get a permanent registration. Besides PUI has initiated and maintains close relations with NEMA and SEMA, the state agencies in charge of the overall coordination of the response to the crisis.

Currently two projects (funded by ECHO and CDC) of electronic food voucher are being implemented targeting about 1825 vulnerable households of Maiduguri.

### Configuration of the Mission

<b>BUDGET FORECAST 2016</b>	<b>1.100.000 EUR</b>
<b>BASES</b>	MAIDUGURI ABUJA
<b>NUMBER OF EXPATRIATES</b>	8
<b>NUMBER OF NATIONAL STAFF</b>	16 Depending on new project : 50
<b>NUMBER OF CURRENT GRANTS</b>	2
<b>MAIN PARTNERS</b>	ECHO, French Ministry of Foreign Affairs, OCHA, OFDA
<b>ACTIVITY SECTORS</b>	Food Security Development Ongoing : Health , Shelter, Wash

## Job Description

### Overall objective

The logistics coordinator is responsible for the smooth functioning of logistics on the mission. He/She makes sure the resources which are necessary for carrying out the programmes are available and actively participates in the mission's safety management.

### Tasks and responsibilities

- **Safety** : He/She assists the Head of Mission with safety management. He/She is directly responsible of the daily, concrete aspects of the mission's safety management.

- ▶ **Supplies** : He/She coordinates supplies and deliveries for projects and for the bases. He/She guarantees that PUI's procedures and logistical tools are in place and are respected.
- ▶ **Fixed equipment** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Car park** : He/She is responsible of the management of the car park (availability, safety, maintenance etc), for the smooth functioning of the mission and the realization of activities in accordance with the available budget.
- ▶ **Functioning of the bases** : He/She supports the teams in case of redeployment/installation/rehabilitation/ closing of bases.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistics and the safety of the mission.
- ▶ **Coordination**: He/She consolidates and communicates logistics information at the heart of the mission to headquarters and also coordinates internal and external logistics reports.
- ▶ **Warehouse Project** : He/She will be the technical adviser for this project. He/She make sure that all the Logistic side of the project (Warehouse management) are fully operational.

## Specific objectives and linked activities

### 1. ENSURING THE SECURITY OF GOODS AND PEOPLE

- ▶ He/She helps the Head of Mission to define the mission's safety management tools, in collaboration with the base managers concerned.
- ▶ He/She ensures that general rules and safety plans for the mission and for the bases are put in place and respected and makes sure everyone (expatriate and local) is familiar with and understands the general rules and safety plans. He/She also monitors these rules and plans and ensures they are update.
- ▶ He/She ensures that the material and personnel resources on-site are sufficiently adapted to the level of safety which is judged to be optimal in the bases and among the teams in the field.
- ▶ He/She participates in collecting safety information in the PUI's operation areas and communicates these in accordance with the channels defined (ML, BM, +/-others).
- ▶ He/She participates in analyzing the mission's safety circumstances and conditions, alerts and issues recommendations to the Head of Mission concerning potential changes relating to risks as well as measures to be put in place.
- ▶ He/She communicates, on a regular basis, with the guards and the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).
- ▶ He/She evaluates the security conditions in the PUI's operation areas and outside, according to planned operational development leads.

### 2. MANAGING THE SUPPLY CHAIN

#### a. Purchases

- ▶ He/She guarantees that purchase procedures are respected in the field, the capital and the headquarters, from the direct purchase to the international call for offers and supervises the purchasing process for the whole of the mission. He/She works in close collaboration with the person requesting the purchase, with strong technical specificity, and carries out the appropriate conformity tests.
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of the PUI procedures.
- ▶ He/She centralizes and optimizes the grouping of purchases.
- ▶ He/She supervises the identification and referencing of suppliers and has detailed invoices for recurrent purchases at his/her disposal. He/She consolidates/updates the mission's price catalogue for the mission's operation areas.
- ▶ He/She ensures that purchase files are correctly archived.

#### b. Shipment

- ▶ He/She chooses the mode of transport and the packaging of the merchandise.
- ▶ He/She plans and supervises the shipment and delivery of materials up to their final destination.
- ▶ He/She coordinates with the logistics department at headquarters for the shipment of merchandise coming from abroad and supervises the potential process involved with clearing customs.

#### c. Stocking

- ▶ He/She guarantees the management and monitoring of the mission's stock, according to the PUI's procedures and tools. He/She ensures that these are known to and understood by everyone and are applied on all the mission's bases.
- ▶ He/She ensures that stocking sites are appropriate to the mission's needs and that merchandise is stocked appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes fluxes in merchandise, makes sure that the goods received are of a certain quality and carries out physical checks of stocked merchandise. He/She is attentive to the use-by-date of products, if need be.
- ▶ He/She ensures the movement/transfer of documents is properly referenced. He/She checks stock reports on a monthly basis.

### 3. MANAGING THE MISSION'S FIXED EQUIPMENT : COMPUTER AND TELECOMMUNICATION EQUIPMENT AND ENERGY

- ▶ He/She defines the mission's technical needs on each base and makes sure that their funding is possible, especially when new projects are being planned.
- ▶ He/she issues technical recommendations on the choice of computer equipment, tele/radiocommunication equipment and energy supply. He/She authorizes the choice of the suppliers for the purchase of new equipment.
- ▶ He/She authorizes the use of equipment, creates utilization procedures and trains personnel on how to use them.
- ▶ He/She ensures the monitoring of equipment (state, location, proprietor/backer etc) through regular updates of monitoring tools (property list) and the keeping of physical inventories.
- ▶ He/She supervises the installation of equipment and ensures they run smoothly and are maintained and ensures any

<p>necessary repairs are duly carried out.</p> <ul style="list-style-type: none"> <li>▶ He/She controls the consumption of equipment, if need be, and, if required, carries out necessary adjustments in accordance with utilization procedures.</li> </ul>
<p><b>4. MANAGING THE MISSION'S CAR PARK</b></p> <ul style="list-style-type: none"> <li>▶ He/She defines transport means adapted to the needs of projects associated with the mission and makes sure that the funding of this transport is possible, especially when new projects are being planned.</li> <li>▶ He/She ensures that vehicles are monitored (state, location, proprietor/backer etc) and that monitoring tools are regularly updated.</li> <li>▶ He/She ensures the vehicles are working properly, that they are properly maintained and any necessary repairs are duly carried out.</li> <li>▶ He/She controls the use of vehicles and, if necessary, makes any necessary changes to utilization procedures. He/She ensures plans and monitoring tools for the management of omissions are put in place and respected and that they are maintained through the use of log books.</li> <li>▶ He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, exceptional circumstances, safety equipment etc) are appropriately addressed.</li> </ul>
<p><b>5. SUPPORTING THE BASES (Installation/Redeployment/Normal functioning/Closing)</b></p> <ul style="list-style-type: none"> <li>▶ He/She actively contributes to the opening and the closing of base(s) and potential redeployment. He/She supports the Head of Base in the organization of logistics factors (installing equipment, building research etc).</li> <li>▶ He/She plans and supports the necessary rehabilitation and installation on the different bases.</li> </ul>
<p><b>6. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES</b></p> <ul style="list-style-type: none"> <li>▶ He/She ensures that logistics information is effectively circulated between teams on the field, the capital and headquarters.</li> <li>▶ He/She writes or participates in writing internal reports for everything concerning the logistics of the mission.</li> <li>▶ He/She ensures logistics coordination at mission level by regularly visiting bases, checks, monitoring, training etc.</li> <li>▶ He/She participates to the financial and administrative management of his/her area of work. He/She makes sure that the budgetary allowance is respected in the logistics department and establishes monthly cash-flow needs.</li> <li>▶ He/She participates to the writing of reports for the donors (lists of equipment, checking functioning costs etc) and ensures the keeping of and the archiving of purchase files (help, equipment, location, omissions etc). He/She participates finally in the preparation of logistics in view of an audit which is either forthcoming or already underway.</li> <li>▶ Externally, he/she represents the PUI among authorities for any questions concerning logistics order (registering equipment, customs etc).</li> <li>▶ Externally, he/she also develops and maintains relationships with partners, especially concerning NGOs for any question relating to logistics and security.</li> </ul>
<p><b>7. SUPERVISING AND MANAGING LOGISTICS TEAMS</b></p> <ul style="list-style-type: none"> <li>▶ He/She supervises the whole of the logistics team, directly or otherwise. He/She writes and authorizes job descriptions and carries out or delegates job interviews. He/She contributes to work meetings, mediates potential conflicts, defines priorities and plans activities.</li> <li>▶ He/She participates to the recruitment of the logistics team as well as in any decision to terminate an employment contract.</li> <li>▶ He/She ensures and/or supervises continued training of local and international members of the logistics team who are in the capital or on the bases on the procedures and tools of PUI.</li> <li>▶ He/She supports the Head of Base(s) in the realization of their logistics activities, in a functional and not hierarchical relationship.</li> <li>▶ He/She creates an action plan for the logistics department in accordance with the objectives defined in the annual programming of the mission</li> </ul>
<p><b>8. SUPPORTING A POTENTIAL WAREHOUSE PROJECT</b></p> <ul style="list-style-type: none"> <li>▶ He/She supports the Project Manager in the realization of the project in a functional and not hierarchical relationship.</li> </ul>
<p><b>Focus on top priority activities related to the context of the mission</b></p>
<ul style="list-style-type: none"> <li>▶ Ensure the security of people of the mission both in capital and base</li> <li>▶ Implement all Logistic Procedures, especially Importation and purchase</li> <li>▶ Set up Logistic Department in Abuja</li> </ul>
<p><b>Team management</b></p>
<p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> <li>▶ Direct management : <ul style="list-style-type: none"> <li>- National staff: 2 assistants</li> </ul> </li> <li>▶ Indirect management : <ul style="list-style-type: none"> <li>- National staff: 4</li> </ul> </li> </ul>

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>		Bioforce Bac + 2 to + 5 – in logistics (purchases, transport etc)
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Min. 2 year of humanitarian experience in logistic coordination.</li> <li>▶ Experience in security management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience in security management</li> <li>▶ Experience in a similar field</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Familiarity with stock procedure, car park management, telecommunications, etc</li> <li>▶ Familiarity with the procedures of institutional backers (OFDA, ECHO, AAP, UN agencies, etc)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Mastery of techniques such as communication, energy, electricity and computer technology</li> <li>▶ Good writing skills</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> </ul>	<b>Mandatory</b>	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Independence, an ability to take the initiative and a sense of responsibility</li> <li>▶ Good resistance to stress</li> <li>▶ Sense of diplomacy and negotiation</li> <li>▶ Good analysis and discernment capacities</li> <li>▶ Organization and priority management</li> <li>▶ Adaptability to changing priorities</li> <li>▶ Pragmatism, objectivity and an ability to take a step back and analyze</li> <li>▶ Ability to make suggestions</li> <li>▶ Sense of involvement</li> <li>▶ Trustworthiness and rigor</li> <li>▶ Capacity to delegate and to supervise the work of a multidisciplinary team</li> <li>▶ Ability to remain calm and level-headed</li> <li>▶ General ability to resist stress and particularly in unstable circumstances</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>▶ <b>Mobility:</b> Extensive travel may be required</li> </ul>		

Conditions
<b>Status</b>
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract.</li> </ul>
<b>Salary package</b>
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME:</b> from 2 200 up to 3 190 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
<b>Expenses covered</b>
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>