

Basic informations about the position

Title of Position	ADMINISTRATIVE & FINANCIAL COORDINATOR
Country & City Assignment	NIGERIA – ABUJA
Direct Link	HEAD OF MISSION
Creation / Replacement	Replacement
Duration of the Handover	-
Duration of the Mission	3 months (renewable upon funding)

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

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

Job description

Overall objective

The Administrative and Financial Coordinator is accountable for the financial, accounting and budgetary management of the mission.

Tasks and Responsibilities

- ▶ **Financial, budgetary and accounting management:** He/She is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Relation with donors:** He/She will be in charge of budgeting the proposals, doing the donor financial reports and organizing the audits of the projects on the field.
- ▶ **Relations with auditors :** He/She supervises the audits on the field.
- ▶ **Representation:** He/She represents the association in its relations with partners, authorities and different local players for the financial, administrative, legal and human resources areas of the mission.
- ▶ **Coordination:** He/She centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal and human resources aspects of the mission, and consolidates the internal and external reporting for these domains.
- ▶ **HR supervision:** In the absence of HR coordinator (position not funded any more by main donors) and in support to the national HR team, he/she is in charge of supervising the HR department functioning. He/She is in charge of Expat HR management for all administrative subjects.

Specific objectives and linked activities

1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION

a. Financial

- ▶ He/She elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. He/She analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the audit manager at headquarters.
- ▶ He/She ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. He/She is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.
- ▶ He/She ensures, amongst other things, that procurement procedures are respected and implements an internal control system.

He/She also participates in the validation of procurement files.

- ▶ He/She is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

b. Budgetary

- ▶ He/She implement or update the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the audit manager at headquarters, at least twice a year.
- ▶ He/She formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. He/She ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ He/She prepares each month the budgetary monitoring for each project, which he/she communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ He/She carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. He/She proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. He/She takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ He/She ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- ▶ He/She produces external financial reports for the donors that he/she transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

c. Accounting

- ▶ He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in an electronic version within 10 days following the end of the month. Due to most of the projects being audited on the field, the paper accounting is sent on a regular basis to the headquarters when audits are completed.
- ▶ He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

d. Cash Flow

- ▶ He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.
- ▶ He/She is responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

2. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON FINANCIAL ISSUES

- ▶ He/She ensures efficient flow of information to field teams, the capital and headquarters.
- ▶ He/She drafts or participates to the drafting of reports on internal operations in all matters concerning financial, budgetary and accounting issues of the mission.
- ▶ He/She ensures administrative coordination at the mission level through regular visits to bases, controls, monitoring, training, etc...
- ▶ Externally, he/she represents PUI with tax and administrative authorities (Tax Directorate, collection agencies...).
- ▶ He/She also develops and maintains relationships with partner entities, particularly in the context of NGO coordination involving finance and donors.

3. SUPERVISE AND MANAGE ADMIN TEAMS

- ▶ He/She oversees the entire finance team, directly or indirectly. He/She writes or validates job descriptions and performs or delegates assessment interviews.
- ▶ He/She leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.
- ▶ He/She participates in the recruitment of finance team members.
- ▶ He/She ensures and/or supervises ongoing training in procedures and PUI tools for national and international members of the admin/fin team, in the capital and on bases.
- ▶ He/She supports the Base Manager and Admin/Log Manager in the performance of their finance activities, in a functional, not hierarchical, relationship.
- ▶ He/She develops the action plan for the finance department according to the objectives defined in the mission's annual program.

Team Management

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

- ▶ Direct management:
 - National staff : 2 assistants
- ▶ Indirect management:
 - National Staffs : 4

Required Profile

Knowledge and Expertise sought

	REQUIRED	DESIRABLE
EDUCATION	Financial management / Accounting	Project management Human Resource Management Legal knowledge (contracts, HR...)
PROFESSIONAL EXPERIENCE ▶ Humanitarian ▶ International ▶ Technical	X (Mandatory) X X	
KNOWLEDGE & SKILLS	Knowledge of institutional donation procedures	
LANGUAGES ▶ French ▶ English ▶ Other (specify)	X (Mandatory)	X
COMPUTING ▶ Office Pack (Including Excel) ▶ SAGA	X (Mandatory) X	

Personal characteristics expected (team player, match for the position and the mission)

- **Great capacity to delegate**
- Resistance to pressure
- Good Stress Management
- Analytical
- Organization and method
- Reliability
- Sense of responsibility
- Great listening skills, empathy
- Adaptability, priority management, practicality
- Diplomacy and ability to negotiate
- Good communication
- Honesty and thoroughness
- Ability to remain calm and level-headed
- General ability to resist stress and particularly in unstable circumstances

Other

- ▶ **Mobility:** Extensive travel may be required

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 200 up to 2 530 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