

Preliminary Job Information

Job Title	WAREHOUSE PROGRAM MANAGER
Reports to	FIELD COORDINATOR
Country & Base of posting	NIGERIA - MAIDUGURI
Creation/Replacement	Creation
Duration of Mission	6 months

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, and 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 cover the needs of crisis affected people in Borno State, and particularly in Maiduguri city.

In order to perform the objective mentioned above, Première Urgence Internationale aims to develop a comprehensive integrated approach, targeting the people's needs in Food Security, Health, Shelter and WASH.

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.

In parallel, OFDA will support PUI to develop a Health program in the targeted areas and some discussions are ongoing with the UNHCR and the Logistics Cluster regarding the implementation of some activities in Shelter sector and storage's one.

Configuration of the mission

BUDGET FORECAST 2016	1.250.000 EUR
BASES	MAIDUGURI ABUJA
NUMBER OF EXPATRIATES	8
NUMBER OF NATIONAL STAFF	16 Depending on new project : 50
NUMBER OF CURRENT PROJECTS	2
MAIN PARTNERS	ECHO, French Ministry of Foreign Affairs, OCHA, OFDA, UNHCR
ACTIVITY SECTORS	Food Security Development Ongoing : Health , Shelter, Wash

Job Description

Overall Objective

In collaboration with the Logistic Coordinator, and under the supervision of the Field Coordinator, The Warehouse Program Manager will supervise implementation and ensure proper management of the Warehouse programs in Nigeria. The Warehouse programs consist of warehousing facilities available for partner (ONGI, UN and IO....)

Tasks and Responsibilities

- ▶ **Programs:** He/She will ensure implementation and oversight of Warehouse programs under his/her responsibility. He/She coordinates the receipt, storage, and dispatch of goods/materials. He/She ensures compliance procedures and logistical tools for monitoring input / output for partner.
- ▶ **Human Resources:** He/She will supervise the Warehouse team (PUI employees and any day laborers).
- ▶ **Logistics and Administration:** He/She will oversee the logistic and administrative duties of the project(s) under his/her responsibility.
- ▶ **Representation:** He/She will represent the association to local partners, authorities and players involved in implementation of Warehouse programs.
- ▶ **Safety and Security:** He/She will assist in following safety and security rules on-base and will transmit all safety and security information to his/her supervisor.
- ▶ **Strategy:** He/She will assist in developing new operations as needed.

Specific objectives and linked activities

1. ENSURE IMPLEMENTATION AND OVERSIGHT OF WAREHOUSE PROGRAM(S)

- ▶ He/She will plan activities and ensure that the activity schedule is followed. If there are major delays in project implementation, He/She will immediately inform his/her supervisor and propose solutions to remedy the situation.
- ▶ He/She will approve technical selections for the project(s).
- ▶ He/She will ensure the Warehouse program(s) under his/her responsibility are running smoothly and ensure that the objectives defined in his/her project propositions are met. Above all, he/she will follow directions given, report to his/her supervisor, report any obstacles encountered during implementation and propose improvements or changes if necessary.
- ▶ He/She will oversee implementation of monitoring and/or evaluation, depending on the needs of the project(s). He/She will analyze and transmit information collected to his/her supervisor. Depending on the project(s) and/or information collected, he/she will produce and disseminate monitoring and evaluation reports to the relevant persons.
- ▶ He/She will ensure proper archiving of all documents produced for the project(s) and that the verification sources cited in the proposals are available.
- ▶ He/She will send internal and external reports to his/her supervisor by the internal approval (SITREP) deadline and external contractual (project report) deadline.

a) Storage

- ▶ He / She ensures that storage sites are appropriate to the needs of partner and goods store (location, design, security, safety ...) and that the procedures, management processes and tools are in place and respected .
- ▶ He / She performs weekly inventory tracking and diffuse the partners.
- ▶ He / She makes regular inventories to share with partners.
- ▶ He / She attends meetings of the logistics cluster to make a point if necessary with logistics coordinators partners to inform them of the state of stock and future supplies.

b) Dispatch / Movements

- ▶ He / she plans and supervises the dispatch items towards partners
- ▶ He / she organizes the flow of goods, ensures the reception quality and quantity of expected properties and performs physical checks of stored goods. He / She is attentive to expiry dates, where applicable.
- ▶ He / She ensures the proper referencing of movement / transfer documents.
- ▶ He / she transmits to the Logistics Coordinator inventory reports on a monthly basis

2. SUPERVISE THE WAREHOUSE TEAM

- ▶ He/She will familiarize him-/herself with PUI mission bylaws and ensure that they are understood and followed by the team.
- ▶ He/She will develop job descriptions for his/her team members, have them approved by the Field Coordinator and actively participate in recruitment (interview, testing, etc.). He/She will participate in the decision to end a team member's work contract.
- ▶ He/She will ensure that each person is evaluated in writing at least once per contract and per year and, at a minimum, before he/she leaves the job.
- ▶ He/She will implement mechanisms for coordinating his/her own team and organize their supervision.
- ▶ He/She will identify his/her team's training needs (organizational, methodological or technical support; training, etc.) and fulfill them.
- ▶ He/She will develop his/her team's organizational chart and have it approved by the Field Coordinator.

3. OVERSEE LOGISTICS AND ADMINISTRATION OF WAREHOUSE PROGRAM(S)

- ▶ He/She will present the *program* needs to the Field Coordinator depending on the available budget. He/She will consider the mission's time and logistics constraints as well as the program's purchasing procedures to ensure that his/her request is realistic given the time needed to obtain supplies.
- ▶ He/She will assist in analyzing vendor offers for purchases with highly technical specifications and carry out the necessary compliance tests.
- ▶ He/She will actively participate in developing invitations to tender, in cooperation with the mission's Logistics Coordinator if necessary.
- ▶ He/She will communicate to the Field Coordinator weekly his/her needs in terms of vehicles and communication equipment and materials for program implementation.
- ▶ Each month, he/she will provide the Field Coordinator with all the information necessary to develop provisional funding for his/her program(s).
- ▶ Each month, he/she will have an updated budget follow-up for the programs under his/her responsibility, and he/she will assist in analyzing it, detecting any discrepancies and proposing adjustments to the Field Coordinator.

4. REPRESENT PUI TO WAREHOUSE PLAYERS

- ▶ He/She will represent the association to local players involved in implementation of Warehouse programs and ensure that good relationships are maintained with each of them (within PUI's principles of neutrality and independence).
- ▶ With the agreement of the base owner, he/she will attend and actively participate in any coordination meetings held on Warehouse matters.
- ▶ In the event of visits by Donors, he/she will actively help prepare for and assist in the visit.

<p>5. ENSURE SAFETY AND SECURITY OF PERSONS AND PROPERTY</p> <ul style="list-style-type: none"> ▶ He/She will ensure that the safety and security plan is understood by the team under his/her responsibility and that the safety and security rules are followed. ▶ He/She will help collect information on the safety and security of his/her region of operations and send it to the Field Coordinator regularly or ad hoc in case of emergency. ▶ He/She will ensure that the project(s), methodology and selection criteria do not endanger aid recipients, PUI members or anyone else. He/She will immediately alert the Field Coordinator if teams or aid recipients are in danger. ▶ He/She will ensure that his/her team members and any day laborers have the proper safety equipment for their activities (for example, helmets, safety shoes, protective vests, gloves, etc).
<p>6. CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSITIONS</p> <ul style="list-style-type: none"> ▶ Along with the Field Coordinator, he/she will help identify Warehouse needs. ▶ When developing new operations, he/she will help the Field Coordinator prepare the Warehouse portion of project propositions. ▶ He/She will help develop the mission's strategy.
<p>Team management</p> <p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> ▶ Direct management: ▶ Indirect management:
<p>Other Interfaces</p> <ul style="list-style-type: none"> ▶ Internal: ▶ External:

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Logistic + Project Management	
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	 X X	 X
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Understanding of project management ▶ Team Management ▶ Communication/Collaboration ▶ Warehouse/transport Management 	<ul style="list-style-type: none"> ▶ Understanding of institutional donor (OFDA, ECHO, UN agencies, etc.) procedures
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	 X	 X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	 X	

<p>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</p> <ul style="list-style-type: none"> ▶ Ability to work independently and with a sense of initiative and responsibility ▶ High stress tolerance ▶ Diplomatic and open-minded ▶ Good analytic ability ▶ Ability to organize and manage priorities ▶ Ability to make proposals and find solutions ▶ Ability to work and manage people in a professional and mature manner ▶ Ability to take into consideration the local environment and its political, economic and historical aspects
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<p>Other</p>

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Conditions

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Cost 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