

Preliminary job information

Job Title	BASE ADMINISTRATOR
Country & Base of posting	NIGERIA - MAIDUGURI
Reports to	FIELD COORDINATOR
Creation/Replacement (incl. name)	Replacement
Duration of 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 PROJECTS	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 Administrator is responsible for the roll out of all administrative (financial and HR) procedures related to the base and works in close collaboration with the Administrative and Financial Coordinator in sound financial, accounting and budgetary management of the base as well as management of human resources, in compliance with the PUI and donors procedures and National and local regulations.

Tasks and Responsibilities

- ▶ **Administrative and Financial Support:** He/She oversees administrative and financial questions in the base, and ensures compliance with relevant procedures, with substantive support from the mission's Administrative and Financial Coordinator (AFC).
- ▶ **He/She manages Accountancy and Reporting at base level and send the relevant information to the Coordination in Juba, according to PUI calendar**
- ▶ **Human Resources:** He/She supervises the on-site activities related to administrative and human resource management.

Specific Goals and Related Activities

1. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

- ▶ He/She works in collaboration with the Administrative and Financial Coordinator to set up aspects relative to finances, including budgetary, accounting and treasury elements in the base.
- ▶ He/She ensures the design and the roll out of all necessary financial and budget management tools related to the opening of the base.
- ▶ He/She ensures the proper use of these tools and procedures for financial, accounting and budget management in the base: accounting procedures, accounting records, SAGA, budget follow up, budget projections, cash forecasts, cash management and cash security.
- ▶ He/she provides to the AFC on a month bases the cash forecast based on the budget forecast and the procurement plan.
- ▶ He/she ensure that the administrative and financial archives are in compliance with internal procedures
- ▶ He/She organizes and provides training to the admin national staff on these tools and procedures. He/she makes sure that these tools and procedures are understood and applied by the national staff.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site and projects.
- ▶ As regards budgetary monitoring, He/She participates in team-based analysis (along with technical, and logistics management) and is responsible for detecting anomalies and proposing adjustments to the Field coordinator and to the AFC,
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the AFC according to the agreed calendar, after endorsement by the Field coordinator.
- ▶ Together with the AFC and the Field coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the AFC and the Field coordinator, he/she ensures that a system of internal oversight is in place in the base.
- ▶ He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.
- ▶ He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.
- ▶ He/She provides a technical support to the base (teams) regarding financial tools.
- ▶ Together with the AFC he/she develops tools to perform the administrative service in the base.
- ▶ Under the supervision of the Administrative and Financial Coordinator, he/she organizes the preparation of the audits.

2. ENSURE HUMAN RESOURCE MANAGEMENT OF THE BASE

- ▶ He/She works in collaboration with the Administrative and Financial Coordinator to set up HR procedures and management tools in compliance with the labor regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in the base.
- ▶ He/She ensure the roll out of HR rules, procedures and tools related to the base opening and functioning regarding: national HR regulations, national staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records, by-laws.
- ▶ Under the supervision of the AFC he/she ensures these rules, procedures and tools are adapted to the base.
- ▶ He/She guarantees that the recruitment procedures are respected and actively contributes to the recruitment (advertisement, applications, and interviews) of all national staff, especially during the phase of base opening
- ▶ He/She initiates and maintains a dialogue with all relevant local and national authorities regarding all HR related subjects and legislations.
- ▶ He/She ensures the administrative management of national staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She assumes or delegates responsibility for the induction of any new employee in the base, and ensures, in particular, that logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and well understood.
- ▶ He/She suggests possible updates to HR policy in terms of rules, procedures and tools relating to recruitment, remuneration, administrative management, disciplinary aspects and management of individual career development within the organization.
- ▶ He/She controls and monitors the implementation of tools and procedures and provides the necessary support to perform the service.
- ▶ He/She participates in the hiring process, as well as in any decisions related to the termination of employment contracts of local personnel at the site.
- ▶ He/She ensures compliance with PUI's Internal Rules of Procedure in the base.
- ▶ He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She completes training programs for the local staff (logistical and administrative aspects) based on identified needs.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Field coordinator, in the event that he/she is not able to resolve dispute.
- ▶ He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.
- ▶ He/she ensure that the HR archives are in compliance with internal procedures

3. TEAM MANAGEMENT

- ▶ He/She design the team set-up and size according to the support needs of the base.
- ▶ He/She oversees the hiring process of the whole logistic team and participates in any decision related to the termination of employment contracts of national employees.
- ▶ He/She supervises and manages directly his/her team
- ▶ He/She guides the work of the logistics teams, tracks the realization of their objectives, and leads the mid-term and final staff evaluations.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- ▶ He/She assumes or delegates responsibility for the induction of new members of his team, ensuring the project and base context, the relevant PUI tools and policies are well understood
- ▶ He/She completes basic training programs for national employees and identifies additional training needs and sets up adequate training programs (organizational support, methodology, and technical support as the case may be organization of training sessions).
- ▶ He/She prepares the job profiles of national employees under his/her immediate supervision

4. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She ensures efficient flow of information to the Administrative and Finance Coordinator, and, if necessary, to the Program team, to the Logistics team, and to the Head of Mission.
- ▶ He/She drafts or participates in the drafting of reports on internal operations in all matters concerning his field of action in financial, budgetary, accounting and HR management of the mission.
- ▶ He/She supports the Field coordinator(s) in the performance of their admin activities, in a functional, not hierarchical, relationship.
- ▶ He/She sends the internal and external reports to the immediate supervisor, while meeting internal deadlines for endorsement (monthly logistical reports / Accounting/ returns on budgetary monitoring / cash flow estimates).
- ▶ He/She attends internal coordination meetings, and participates actively.
- ▶ If necessary, he/she represents the association with partners, local authorities and various actors involved in the financial, administrative, legal and human resource aspects of the mission.

Team Management

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

- ▶ Direct management:
 - National Staff: 2
- ▶ Indirect management:
 - National Staff: 2

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management	Project management Human Resources Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 2 years X Min. 1 year	<ul style="list-style-type: none"> ▶ Experience in Team Management ▶ At least one experience in base/mission opening
KNOWLEDGE AND SKILLS		<ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors (ECHO ...) ▶ Knowledge of PUI procedures
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	X

SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	Saga
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Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Leadership skills and ability to take decisions
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Analytical (discernment, pragmatism) skills
- ▶ Ability to show authority, if necessary
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ Sense of diplomacy
- ▶ **Strong listening, negotiation and communication skills**
- ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and particularly in unstable circumstances
- ▶ Ability to integrate local environment and to adapt to a different cultural context

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

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