

## Preliminary Job Information

<b>Job Title</b>	DEPUTY HOM FOR PROGRAMS
<b>Country &amp; Base of posting</b>	NIGERIA – ABUJA
<b>Reports to</b>	HEAD OF MISSION
<b>Duration of Handover</b>	N/A
<b>Duration of Mission</b>	12 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 on average 190 projects per 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, and Europe.

Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI has decided to also respond to this crisis (since the organization already assist the Nigerian refugees in Cameroon) from Nigeria.

### Prerequisite of Nigeria:

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as one of the first economy of the continent 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 poor, and from a high rate of corruption, at every level. Moreover, a great ethnic diversity (more than language groups led by the family or clan manner) mixed with a federal mechanism make it a real powder keg.

### Historical and North East statehood:

The current Nigeria is an agglomeration of both the Northern and Southern protectorate, which were amalgamated in 1914, only about a decade after the defeat of the Sokoto Caliphate and other Islamic states by the British which were to constitute much of Northern Nigeria. In those days, Cameroon, the eastern bordering country, was divided in French and British parts. Following a plebiscite in 1961, the Northern Cameroons opted to join Nigeria. The territory concerned made up much of what is now Northeastern Nigeria, and a large part of the areas affected by the North insurgency.

### Borno State Insurgency's origins:

Boko Haram (Jamā'at Ahl as-Sunnah lid-Da'wah wa'l-Jihād -> "People Committed to the Prophet's Teachings for Propagation and Jihad") was officially founding in 2002. Boko Haram conducted its operations more or less peacefully during the first seven years of its existence. During that period, the government reportedly repeatedly ignored warnings about the increasingly militant character of the organization.

### Boko Haram uprising:

The situation changed in 2009 when the Nigerian government launched an investigation into the group's activities following reports that its members were arming themselves. The present insurgency in Borno State began in 2009, when the jihadist rebel group Boko Haram started an armed rebellion against the government of Nigeria. Originally the group had alleged links to al-Qaeda. The insurgency took place within the context of long-standing issues of religious violence between Nigeria's Muslim and Christian communities. When the government came into action, several members of the group were arrested, sparking deadly clashes with Nigerian security forces. The group's founder and then leader Mohammed Yusuf was killed during this time while still in police custody.

### Escalating conflict:

After the killing of M. Yusuf, the group carried out its first terrorist attack in Borno in January 2010. Since then, the violence has only escalated in terms of both frequency and intensity. In addition of that, in 2012, tensions within Boko Haram resulted in gradual split of the group between a conservative faction named Ansaru, led by Abu Usmatul al-Ansari, and the more dominant, violent faction led by Abubakar Shekau. In 2013, Nigerian governmental has started to apply a state of emergency in North Est Nigeria (Borno, Yobe, and Adamawa) => Nigeria forces launched an offensive in the Borno region in an attempt to dislodge Boko Haram fighters. The offensive had initial success, but the Boko Haram rebels were able to regain their strength. The violence escalated dramatically in 2014, with 10,849 deaths.

### Regional/International impact:

In 2014, Boko Haram militants attacked several Nigerian towns in the North and captured them. The insurgency spread to neighbouring Cameroon, Chad, and Niger thus becoming a major regional conflict. This prompted the Nigerian government to launch an offensive, and with the help of Chad, Niger, and Cameroon. In 2015, a coalition of military forces from Nigeria, Chad, Cameroon, and Niger began a

counter-insurgency campaign against Boko Haram. The coalition offensive forced Boko Haram to retreat into the Sambisa Forest (South East of Maiduguri City).

#### **Recent developments of the conflict:**

By 2015, the Shekau's faction became officially ISIL's West Africa branch (ISWA). Mid 2016, due to internal discord between the IS worldwide leadership and the previous Boko Haram leaders, IS announced that it had appointed Abu-Musab al-Barnawi as the new leader of the group. Shekau refused to accept al-Barnawi's appointment as leader and vowed to fight him while stating that he was still loyal to ISIL's leader Abu Bakr al-Baghdadi. The group has since split into pro-Barnawi and pro-Shekau factions, with reports of armed clashes breaking out between them.

#### **Occidental political/military support:**

In 2015, an occidental military coalition (US, France, British) deployed troops to (Cameroon, Niger, Tchad, Nigeria), with the approval of the governments concerned. Their primary mission is to provide intelligence support to local forces as well as conducting reconnaissance flights. A program is also conduct to transfer military vehicles to the local Armies to aid in their fight against Islamist militants.

#### **Rapid current stocktaking:**

Following these counter-offensive and military support, several capitals city of Local Governmental Areas (LGAs) of Borno State were liberated. But out of the city, in the country side, the Boko Haram superiority is maintained. => At the end of the 3rd quarterly of 2016, from 60 to 80% of Borno State is considered as being under the control of Boko Haram.

Since the current insurgency started in 2009, it has killed 20,000 and displaced 2.3 million from their homes and was ranked as the world's deadliest terror group by the Global Terrorism Index in 2015.

#### **Humanitarian consequences:**

The HNO 201719 estimated some 14 million people in need across the six states of the north east. In determining the response for 2017, humanitarian partners agreed to focus on states assessed as the most affected by the violent conflict, infrastructure destruction, mass displacement, ongoing insecurity and ensuing factors. The highest numbers requiring humanitarian assistance are located in Borno, Adamawa and Yobe where 8.5 million people are in need of urgent life-saving assistance. The approach of the humanitarian community is to respond to the most life-threatening needs of 6.9 million people in the three most (Borno, Yobe, Adamawa) affected states of North East Nigeria, from an estimated 8.5 million people in need in the same states.

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

PUI is present in Nigeria since April 2016. The NGO is willing to cover the needs of crisis affected people in Borno State through a comprehensive integrated approach, targeting the people's affected by the crisis with means of subsistence (Food Security & Livelihood), the access to the basic services (Primary Health Care, Nutrition) and the living conditions (Shelter, NFI, WASH, etc.).

Since the most urgent need was (and is still) the food assistance, PUI has starting to intervene within this crisis by providing food aid through Cash Based Interventions to the affected local populations (both IDPs and Host Communities). Now, PUI is extending its activities to the other sectors linked to the primary needs or the creation of employment and livelihoods.

#### **History of the mission and current programs**

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 Adamawa. In early 2016, PUI has conducted an assessment in Maiduguri which 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.

The PUI Nigerian Mission has been officially opened in April 2016. Following the findings of its analysis work, with the support of ECHO and CDC, PUI has positioned itself on two objectives: 1. Providing life-saving assistance (food aid to the IDPs and affected local populations by on-going armed conflict, in Maiduguri / 2. Improving accessibility to community-based protection mechanisms and psychosocial support for the most vulnerable HH of the IDP and local populations affected by the crisis. => 1,825 households have been supported through electronic food vouchers.

PUI has conducted, during July 2016, some complementary rapid needs assessments in Maiduguri and surroundings. In light of this situation, PUI is going to: 1) extend coverage of the most urgent primary needs, to deliver impartial and integrated life-saving assistance to people affected by emergencies; 2) support vulnerable population by restoring access to some primary needs.

Following PUI's integrated approach, a multi-sectorial assistance is structured around the access to food and some other basic services as health, water or sanitation, and the improvement of the habitat conditions in emergency/transitional shelter. This general strategy, in line with 2016 and 2017 HRPs, will be applied through the following concrete operational fields: Food Security and Livelihood, Primary Health Care services, Shelter upgrade, WatSan facilities.

In parallel, due to the lack of weaknesses of the humanitarian system, PUI has also decided to support the coordination mechanisms and is currently running the common storage facility for all humanitarian actors funded by the logistics cluster.

For 2017, discussions led up or are still on-going for partnerships with OFDA (Health), UNHCR (Shelter Upgrade and NFI), ECHO (Food security & Livelihood), FFP (Food Security), WFP (Food Security), the French Cooperation (Food security & Livelihood), CERF (Food Security) FAO (Food Security and Livelihood) or some others funds from the European Union (Early Recovery and Livelihood).

#### **Configuration of the Mission**

**BUDGET FORECAST 2017**

**8 MILLION EUROS**

<b>BASES</b>	<b>ABUJA (COO) ET MAIDUGURI (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	20
<b>NUMBER OF NATIONAL STAFF</b>	50
<b>NUMBER OF CURRENT PROJECTS</b>	3 and more Under negotiation
<b>MAIN PARTNERS</b>	ECHO, OFDA, CDC, WFP, UNHCR
<b>ACTIVITY SECTORS</b>	Food Security (Cash and In-kind) Early Recovery and Livelihood Shelters/NFI Primary Health Care and Nutrition
<b>EXPATRIATE TEAM ON-SITE</b>	<b>Mission Management</b> (9 supervising staff): HoM (with frequent movements between ABU and MAI); Log Coord; DHOMP; FSL Coord; Med Coord; Secu Adv; Grants & Reporting Officer, Finances Coordinator; HR & Adm Coord.  <b>Field Management</b> (11 supervising staff): Field Coord Borno; Log Borno; Fin & Adm Borno; Food Sec Cash TFT; PM Food Sec. In-kind; Food Sec Distrib Off; PM Health PH; PM Health MHC; PM Nutrition; PM SRH; PM Logistic Support (Storage)

## Job Description

### Overall objective

Under the supervision of the Head of Mission, the Deputy HOM for Programs will lead the Program Department (Technical Coordinators, Monitoring and Evaluation Teams, Grants & Reporting Officer) in order to coordinate the tactical and strategic programming aspects of the mission for ensuring the implementation of high quality Programs and helping in strengthening the PUI Nigerian Mission development. S/He will operate these duties in line with the global PUI' Strategic framework and the agreed Country Strategy for Nigeria.

### Scope of duties

The Deputy HOM for Programs playing a key role in coordinating technical country strategy's implementation and support provision of operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance or reporting/documentation, to ensure timely, effective and compliant programming in accordance with internal and external principles/requirements.

As an implementing organization, PUI places great importance on operational results and impact evaluation. Thus, the Deputy HOM for Programs plays a key role in overseeing monitoring and evaluation, usually in collaboration with the Field Coordinators, and in association with UN Sectors Working Groups.

### Specific Goals and Related Activities

#### 1. PROGRAM OVERSIGHT AND DEVELOPMENT

- ▶ Co-animate (with the HoM) the country strategy deging process.
- ▶ Ensure that all programmes are contextually appropriate.
- ▶ Ensure that PUI is aware of funding opportunities and strategies of major stakeholders.
- ▶ Ensure that project implementation is in accordance with PUI's established plans, policies, procedures and core values.
- ▶ Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
- ▶ Work closely with the HoM, the Technical Coordinators and the Field Coordinators to address all issues regarding program implementation.
- ▶ Facilitate integration with other projects and activities within PUI as well as with other partners and government entities.
- ▶ Oversee that strong M&E systems are in place for the ongoing projects.
- ▶ Oversee design of programs and field-level monitoring for quality assurance;
- ▶ Work with the Finance Coordinator, on a monthly basis, to analyse grant budget spending and identify spending trends, in order to anticipate appropriate actions if significant risks are noted.
- ▶ S/he is the main programmatic link between the Headquarters and the mission.
- ▶ S/he keeps the mission informed of the humanitarian context of the country and the region.
- ▶ S/he maintains close contacts with humanitarian and political stakeholders..
- ▶ S/he ensures data collection and analyzis insuance based on the humanitarian situation and the needs.

#### 2. PROGRAM QUALITY AND MONITORING

- ▶ Coordinate the design of a global Quality Management Policy and ensuring the quality management of the whole PUI's program in Nigeria Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.
- ▶ Ensure that project teams are knowledgeable about PUI's technical project implementation procedures as well as donor compliance requirements.
- ▶ Ensure that project teams have the necessary tools necessary to build partner capacity.
- ▶ Oversee the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the programs.
- ▶ Oversee that strong M&E systems are in place for the ongoing projects.
- ▶ Oversee design of programs and field-level monitoring for quality assurance

<ul style="list-style-type: none"> <li>▶ S/he ensures the respect of technical practices, in conformity with the mandate and operation policy of the association by guaranteeing a permanent connection between the different medical coordinator/officers and technical coordinator/officers with their counterparts at the Headquarters.</li> <li>▶ S/he ensures that the strategy of the mission and the programmes respects technical regulation of the association.</li> <li>▶ S/he is responsible for the development of the mission. Thus, S/he ensures humanitarian supervision and launches new assessments in accordance with needs. <ul style="list-style-type: none"> <li>▶ S/he proposes the mobilization the potential resources from other missions for ad-hoc support.</li> </ul> </li> </ul>
<p><b>3. INTERNAL/EXTERNAL COMPLIANCE, REPORTING AND DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>▶ Ensure all narrative and financial reports related to the programs are submitted in a timely and compliant manner.</li> <li>▶ Ensure dissemination of information with a particular focus on publications of major findings.</li> <li>▶ Supervise the proper maintenance of all files, records and documents relating to PUI program activities</li> <li>▶ Collaborate with the Field Coordinator in order to ensure the quality of projects proposals/reports against internal and donors standards of operations.</li> <li>▶ Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities.</li> <li>▶ Collaborate with the Field Coordinator in order to ensure the quality of projects proposals/reports against internal and donors standards of operations.</li> </ul>
<p><b>4. COORDINATION WITH PARTNERS AND EXTERNAL COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>▶ Act as point of contact for all routine donor communication.</li> <li>▶ Coordinate the PUI attendance in coordination/technical meetings with donors, NGO, UN agencies or Governmental bodies. coordination meetings.</li> <li>▶ Link regularly with other humanitarian stakeholders, and follow up any potential relevant collaboration.</li> <li>▶ Collaborate with respective line ministries and other organizations' technical staff working in sectors of interest to PUI to build partnerships.</li> <li>▶ Ensure that PUI programs are recognized/promoted and implemented in accordance with relatives agendas (Government, Clusters, etc.).</li> <li>▶ Participate in meetings and seminars within PUI, nationally, and internationally as requested by the situation.</li> </ul>
<p><b>5. FIELD IMPLEMENTATION TEAM PERFORMANCE ANALYSIS</b></p> <ul style="list-style-type: none"> <li>▶ Supervise technical coordinators to conduct the Program growth and development.</li> <li>▶ Cultivate an atmosphere conducive to sharing of lessons-learned and to mutual learning among PUI' Sectors.</li> <li>▶ Provide guidance to technical coordinators to achieve goals and ensure accountability to beneficiaries, partners, and donors.</li> <li>▶ Provide guidance to field coordinators in supervising their project teams to ensure sound planning, implementation or timely reporting.</li> </ul>
<p><b>6. ENSURING THE REPRESENTATION OF PUI</b></p> <ul style="list-style-type: none"> <li>▶ S/he represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Officer in his/her periodical report, or ad-hoc when necessary.</li> <li>▶ S/he participates in important coordination meetings and is an active attendee of these meetings.</li> <li>▶ S/he is responsible for external communication in general and for contacts with the media.</li> <li>▶ S/he may be called to travel within the region to meet PUI's partners.</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>▶ Comprehension of the context (Security and displacement of persons)</li> <li>▶ Develop projects according to PUI strategy in country</li> <li>▶ Develop PUI notoriety in the country</li> </ul>
<p><b>Managerial relationships</b></p> <ul style="list-style-type: none"> <li>▶ Under the direct management of: HoM</li> <li>▶ Under the indirect supervision of: HQ Desk Officer</li> <li>▶ Manage directly: Technical Coordinator, Grants &amp; Reporting Officer, Monitoring &amp; Evaluation team.</li> <li>▶ Functional relations with: Operational Coordinators, Field Coordinators, Security Advisor, HQ Desk Program Officer, HQ Desk Finance Controller, HQ Desk Logistic Referent, HQ Desk Technical Referents</li> </ul>

## Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>		<ul style="list-style-type: none"> <li>▶ Project management</li> <li>▶ Education in Agriculture/Watsan /Public Health/Psychosocial</li> <li>▶ Financial Management</li> <li>▶ Human Resource Management</li> <li>▶ Logistics and Security</li> </ul>
<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>▶ <b>Min. 3 years of humanitarian experience</b> in project co-ordination.</li> <li>▶ Experience with PUI</li> <li>▶ Experience in project progression.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Successful experience in expatriate team management and multi-sector programmes.</li> <li>▶ Experience in security management</li> <li>▶ Previous experience as Head of Mission in an NGO or OSI</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Excellent writing skills</li> <li>▶ Team management</li> <li>▶ Project management</li> <li>▶ Detailed knowledge of the donors (OFDA, ECHO, UN agencies, EuropeAid, AAP...)</li> </ul>	▶ Ability to work in unstable circumstances.
<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)**

- ▶ Leadership skills and the ability to make decisions
- ▶ Trustworthiness and a sense of responsibility
- ▶ Charisma and the ability to awake enthusiasm for the work the project involves
- ▶ Ability to use authority, when necessary
- ▶ Analysis and synthesis abilities (discernment, pragmatism)
- ▶ Ability to adapt
- ▶ Organisational skills, ability to be thorough and respect due dates
- ▶ Strong listening and negotiation skills
- ▶ Good people and communication skills
- ▶ 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 2 420 up to 2 750 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