

## Basic informations about the position

<b>Title of Position</b>	<b>HUMAN RESOURCES COORDINATOR</b>
<b>Country &amp; City Assignment</b>	<b>NIGERIA – ABUJA (WITH FREQUENT MOVES TO MAIDUGURI)</b>
<b>Direct Link</b>	<b>DEPUTY HEAD OF MISSION SUPPORT</b>
<b>Duration of the Mission</b>	6 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. 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 2017 estimated that some 14 million people are in need of assistance 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 of people 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.

## **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 other sectors linked to primary needs and/or to the creation of employment and livelihoods, as well as enlarging its footprint outside Maiduguri, targeting needs in rural areas.

## **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.

This strategy has been until now only implemented in Maiduguri city, but an extension of the response to the crisis in the rural areas is planned for 2017. The first need which will be addressed is food security through in-kind food distributions in reachable rural LGAs.

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), CDC (NFI and wash); FAO (Food Security and Livelihood) or some others funds from the European Union (Early Recovery and Livelihood).

## Configuration of the Mission

<b>BUDGET FORECAST 2017</b>	<b>8 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (COORDINATION) AND MAIDUGURI (FIELD OPERATIONS AND SUB-COORDINATION)</b>
<b>NUMBER OF EXPATRIATES</b>	25
<b>NUMBER OF NATIONAL STAFF</b>	75
<b>NUMBER OF CURRENT PROJECTS</b>	Under negotiation (but between 5 to 8)
<b>MAIN PARTNERS</b>	ECHO, OFDA, CDC, WFP, CIAA, FFP, UNHCR, FAO, UNICEF
<b>ACTIVITY SECTORS</b>	Food Security (Cash and In-kind) Early Recovery and Livelihood Shelters/NFI Primary Health Care and Nutrition Logistics
<b>EXPATRIATES TEAM POSITIONS (ON-SITE/PLANNED)</b>	<b>Coordination (with frequent movements between ABU and MAI) (9 staffs):</b> HoM ; DHoM Support; Log Coord; Admin Coord; HR Coord; DHoM Programmes; FSL Coord; Med Coord; Secu Adv; <b>Borno (Field Office &amp; Sub Coordination) (16 staff):</b> Field Coord Borno; Deputy FieldCo 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 Logistic Support (Storage); Grants & Reporting Off ; M&E Officer; Nutrition Officer; SRH Officer; Log Support; Admin Support

## Job Description

### Overall objective

The Human Resources Coordinator is responsible for the HR strategy, policies and procedures at mission level in addition to the good management of the human resources and the related administrative/legal records for PUI's mission in Nigeria. He/she is responsible for the good HR management of national employees within the framework of the country legislation, HR policies of PUI and donors requirements. He/she is also responsible for the administrative HR management of expatriates.

### Tasks and responsibilities

- Human resource management (national staff):** s/he is responsible for the administrative management of local teams, in order to outline and update the HR management procedures and tools at mission level, in accordance with the employment legislation in the country of mission and the HR policies of PUI. (Recruitment, appraisals, training, salaries, end of contract, etc) S/he monitors any risks associated with HR management.
- Human resource management (expatriate staff):** In collaboration with the HoM, S/he is responsible for the administrative management of international teams.
- Administration and legal management:** s/he supervises the HR related administrative and legal records and guarantees that the status and functioning of the mission are in accordance with the legislation and requirements of the country of mission.
- Representation:** s/he will represent the organization before partners, authorities and all the local actors involved, in the areas of legal issues and human resources related to the mission.
- Coordination:** s/he distributes information concerning administrative, legal and human resources issues regarding the mission, both within the mission itself and to the headquarters.
- Technical support:** S/he will undertake the overall responsibility of the technical leadership of all HR aspects of base Admin Managers.

### Specific objectives and linked activities

#### 1. ENSURE GOOD MANAGEMENT OF NATIONAL HUMAN RESOURCES FOR THE MISSION

##### a. HR Policies & Procedures:

- ▶ He/She is responsible for the implementation of HR policies for national human resources defined in collaboration with the Head of Mission and HQ.
- ▶ S/he draws up and updates the HR policy for procedures and tools, regarding recruitment, payroll, compensation and benefits, training, appraisal, administrative management, disciplinary issues and the management of individual career path within the organization within the framework of the country legislation, HR policies of PUI and donor requirements
- ▶ S/he ensures the implementation and the application of the HR policies and procedures, once validated by the Head of Mission and HQ, and will consequently ensure that they are known, understood and implemented by all members of the organisation and that managers have all the tools for applying them at their disposal through regular visits on the field and internal audits.

- ▶ In particular, s/he will draw up and/or update the internal regulations and will be responsible for their correct application

**b. Administration, management and payroll:**

- ▶ S/he is responsible for the optimization of HR, administration and payroll tools and procedures (contract templates, etc.)
- ▶ S/he validates recruitment requests and amendments to contracts (job description, payment, working hours, end date, etc.).
- ▶ S/he will ensure that administrative personnel files are created and will ensure that employee documents are in accordance with working for PUI in the country and donors requirements
- ▶ S/he reviews employment contracts that are drafted by the Senior HR Assistant
- ▶ S/he draws up a process and creates any possible support structures for integrating new employees.
- ▶ S/he supervises payroll operations in collaboration with the Administrative and Financial Coordinator.

**c. Recruitment and career path management:**

- ▶ S/he draws up the salary scale (fixed and variable terms), outlines the associated benefits package (compulsory or otherwise: medical cover, daily allowances, insurance, transport allowances, etc.), and ensure these are implemented, subject to validation by the Head of Mission and HQ.
- ▶ S/he will work on clear integration plans and on comprehensive capacity building plan
- ▶ S/he is responsible for the organization of recruitment (advertising, candidates, and interviews) for the admin team and may support recruitments for other departments/bases S/he supervises and participates in the recruitment of key strategic positions on the field
- ▶ S/he monitors the correct progress of assessment and appraisal procedures for all employees of the mission.
- ▶ S/he is responsible for the identification of training needs and proposes training plans based on operational priorities, budget and local opportunities

**d. Organization of work:**

- ▶ S/he draws up organizational charts, and s/he will be mindful of coherence in the composition of teams, in terms of task division and responsibilities, defining hierarchical and functional relationships, function titles, etc.
- ▶ S/he draws up a job classification and will update this as required and will monitor that the core features are strictly applied.
- ▶ S/he will take part in drawing up job descriptions and will ensure that they match the job classification.
- ▶ S/he will validate all job descriptions that are drafted on mission level from an HR perspective and is responsible for their correct classification
- ▶ S/he outlines human resource requirements within the framework of drawing up project proposals and possible amendments.
- ▶ S/he ensures the writing of the HR part in the donor reports (IPFR, etc.)
- ▶ She ensures working hours and time rules are known and respected by all

**e. HR risks Management:**

- ▶ S/he ensures that HR management rules and procedures conform to current employment law, and monitors social and legal issues, updating the rules when necessary.
- ▶ S/he defines and implements suitable working conditions particularly those concerning rules and regulations on health and safety.
- ▶ S/he monitors situations in order to anticipate and avert social conflicts and to take part in crisis management, if necessary. Conflict prevention could lead to the organization of a system of employee representation if this does not already exist.
- ▶ S/he will be attentive for any risk of the abuse of power (whether this is between local employees, or between an expatriate and local employees or any other type of abuse of power) and will report any inappropriate behaviour to the Head of Mission.
- ▶ S/he will be responsible for keeping records for all current and previous employees and update this information on paper and electronic files.
- ▶ S/he is responsible for the drafting and implementation of disciplinary procedures within the framework of PUI policies and the country's legal constraints.

**2. ENSURE ADMINISTRATIVE MANAGEMENT FOR INTERNATIONAL STAFF ON THE MISSION**

- ▶ S/he will draft and regularly updated the visa guideline for expats and share it with the relevant people
- ▶ S/he will ensure the visa follow-up and communicate it with relevant partners
- ▶ S/he will advise and counsel expats regarding all visa related issues: type of visa, requests, renewals, airport formalities, etc.
- ▶ S/he will regularly liaise with relevant authorities regarding all visa requests and inquiries
- ▶ S/he ensures the creation of administrative files for international personnel, their registration with local authorities and embassies, and monitors that the documentation for these expatriates is in accordance with working for PUI in that country.
- ▶ S/he is the focal point for all issues regarding per diem and other conditions and reports any risk to the Head of mission and HQ
- ▶ S/he supports the organization of any medical repatriation or medical evacuation, working in conjunction with the local medical coordinator (if applicable) and the person in charge of medical issues at HQ.
- ▶ S/he monitors and follows up all the contracts, amendments, holidays, R&R, plane tickets,
- ▶ S/he will support the arrivals and departures for the mission (reservations, travel documents, travel, leave requests, return files, etc.) in coordination with the Head of Mission and HQ.
- ▶ S/he will brief all expatriates arriving for the mission regarding their areas of responsibility.

<ul style="list-style-type: none"> <li>▶ S/he will be involved in drawing up the daily and monthly amounts and manage and/or delegate the allocation of daily amounts and possible advances of salary in coordination with the Administrative and Financial Coordinator.</li> <li>▶ S/he monitors HR admin management of international human resources at mission level in link with HQ and the Head of mission (contracts, holidays, R&amp;R, required information for payroll, family package follow up, etc)</li> </ul>
<p><b>3. ENSURE THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION</b></p> <ul style="list-style-type: none"> <li>▶ S/he will ensure that PUI is registered in the country and with the various state services (tax authorities, migrant workers authorities, national social security offices, government planning department, etc.), with regard to administrative procedures and current fiscal and legal obligations.</li> <li>▶ S/he will organize the legal protection for the mission, mainly through identifying one or more local partners able to provide the necessary advice (e.g. a law firm).</li> <li>▶ S/he will assist in drawing up contractual documents for the mission (with the authorities, partner NGOs, suppliers, insurers, the owners of vehicles and premises on lease, etc.) and in ensuring these are monitored.</li> <li>▶ S/he will take part in monitoring the administrative and legal aspects of projects.</li> </ul>
<p><b>4. ENSURE THE CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION FOR ADMINISTRATIVE AND HR ISSUES</b></p> <ul style="list-style-type: none"> <li>▶ S/he shall ensure that information is circulated effectively between operational bases and the coordination office.</li> <li>▶ S/he shall edit or take part in drafting internal and external activity reports for everything involving HR, issues for the mission.</li> <li>▶ S/he will ensure administrative coordination at mission level for regular visits to the bases, for monitoring, follow-up, training, etc.</li> <li>▶ Internally, s/he will be the representative of PUI before any employee representation bodies, whether or not these are compulsory by law, in addition to being PUI's representative for all personnel for any matters relating to human resources.</li> <li>▶ Externally, s/he will represent PUI before any legal, or administrative authorities (employment inspectors, taxation authorities, social security/insurance payment collection bodies, etc.). S/he will also develop and maintain relationships with partner organizations, particularly within the area of coordinating with NGOs regarding administration and human resources.</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>▶ Assessment of the Nigerian Labor framework in order to identify the requirements for the first PUI HR Policies.</li> <li>▶ Draft the first version of the HR policy in terms of rules, procedures, and tools related to recruitment, compensation, administrative management, disciplinary aspects, the management of individual trajectories within the organization and any other aspect identified in the assessment.</li> <li>▶ Set-up the list of procedures, guidelines and templates needed.</li> <li>▶ Initiate capacity building and career development policies.</li> </ul>
<p><b>Team management</b></p> <ul style="list-style-type: none"> <li>▶ Supervision of: 1 administrative assistant</li> <li>▶ Technical Supervision of : Base Administrator and HR assistant</li> </ul>

<b>Required Profile</b>		
<b>Required knowledge and skills</b>		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ University degree in Human Resources or a related field</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good analytical and writing skills. Good management capacities and team leadership spirit</li> </ul>	
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	X (desirable)
	<ul style="list-style-type: none"> <li>▶ <b>X Mandatory:</b> Excellent command in writing and editing documents in English.</li> </ul>	

<p><b>SOFTWARE</b></p> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Good knowledge of the MS office software including Word, Outlook. Excellent in Excel.</li> <li>▶ Good skills in reports and contracts redaction</li> <li>▶ Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines</li> <li>▶ Knowledge of humanitarian actors</li> </ul>	
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**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- ▶ Capacity to delegate and to supervise the work of a team
- ▶ Ability to guarantee effective and timely outputs;
- ▶ Good communications skills for public presentations;
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership; pedagogical skills
- ▶ Proven management ability and inter-personal skills;
- ▶ Excellent communication and diplomacy skills to manage relationships in potentially tense situations
- ▶ Great sense of confidentiality

**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 LEAVE POLICY** : 5 weeks of paid leave per year + return ticket every 6 months