

## Basic informations about the position

<b>Title of Position</b>	<b>DISTRIBUTION OFFICER</b>
<b>Country &amp; City Assignment</b>	<b>NIGERIA – MAIDUGURI</b>
<b>Direct Link</b>	<b>FOOD SECURITY – IN-KIND PROJECT MANAGER</b>
<b>Duration of the Mission</b>	5 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

Under the supervision of the Food Security In-kind Project Manager, the Distribution Officer primarily plays the key role in the organization of the concrete food/non-food items in-kind distributions by ensuring the preparation of the distribution sites (in term of team' staffing, distribution points' preparation, etc.), by dealing with the transport or the storage of the food/non-food items and the material.

### Tasks and responsibilities

- 1) Ensure the proper preparation of the distribution sites. In this role, S/He will determine the number of necessary distribution points, the necessary staffing per distribution points, the necessary safety measures and dotation in equipment to perform the distribution. S/He will also estimate the necessary time table to accomplish the whole distribution.
- 2) Ensure the storage and transport of items (food and non-food) destined to be distributed. In this role, S/He will ensure that the right products are delivered (by PUI, by the donor or by a third party) to the right location on time and at a good cost. S/He may also be involved in transportation, stock control, warehousing and monitoring the flow of goods.
- 3) Ensure the supervision of the direct item distributions to the beneficiaries. In this role, S/He will recruit the daily labor field distribution labor, the staff working schedule and provide them with all the necessary equipment/material. S/He will set-up the distribution points according to the distribution tasks which need to be perform.

#### 1. ENSURING THE MANAGEMENT OF DISTRIBUTION ITEMS

- ▶ S/He shall ensure the identification, negotiation and selection of the vendors to provides the items required for the distribution
- ▶ In close collaboration with the logistics team, he/she ensure the purchase process for the items
- ▶ S/He is responsible to organize the storage of the items in Maiduguri and/or near the distribution point, including the identification of storage facilities, check of storage condition and security of the items stored.
- ▶ S/He shall be responsible for the transportation of the items including the identification and selection of transportation companies, transportation plans, condition of transportation.

#### 2. ENSURING THE IMPLEMENTATION AND MONITORING OF DISTRIBUTION ACTIVITIES

- ▶ In collaboration with the food security program manager and the food security and livelihood coordinator, he/she shall draft distribution guidelines and Standard Operational Procedures.
- ▶ S/He shall identify proper distribution sites.
- ▶ S/He shall ensure the drafting of site plan and workplan for each distribution.
- ▶ S/He shall organize and follow-up, on a daily basis, the distribution of food, and the distribution of non-food items (NFIs) when needed

<ul style="list-style-type: none"> <li>▶ S/He shall ensure the quality and quantity check of the foods and goods received for the distribution</li> <li>▶ S/He shall ensure that distribution guidelines are known and respected by all staffs</li> <li>▶ S/He shall send internal and external reports to his/her line manager, complying with internal validation timescales (SitRep) and external contractual schedules (project reports).</li> </ul>
<p><b>3. ENSURING SAFETY AND SECURITY OF GOODS AND PEOPLE</b></p> <ul style="list-style-type: none"> <li>▶ S/He shall define the safety plan for each distribution site</li> <li>▶ S/He shall ensure that the distribution teams know the safety and security plan and that the safety and security rules are observed.</li> <li>▶ S/He shall contribute to the collection of information about safety and security in the area of intervention and send them to the Head of Base on a regular basis or, in an emergency, on an ad hoc basis.</li> <li>▶ S/He shall ensure that the project(s)', methodology and selection criteria do not endanger the aid recipients, members of PUI or any other person.</li> <li>▶ S/He shall, without delay, warn the Project Manager and the Field Coordinator in the event of teams or aid recipients being endangered.</li> <li>▶ S/He shall ensure that members of the distribution teams and any daily-employed workers have safety equipment suitable for their activities (e.g. helmets, safety boots, safety vest, gloves etc.).</li> </ul>
<p><b>4. PROVIDING REPRESENTATION FOR PUI WITH RELEVANT PLAYERS</b></p> <ul style="list-style-type: none"> <li>▶ S/He shall represent the Association to local players involved in the implementation of distribution activities and shall ensure the maintenance of good relations with each of them (observing the principles of PUI's neutrality and independence).</li> <li>▶ In the event of inspection by a Funding Organisation, S/He shall actively participate in preparing for and conducting the visit.</li> </ul>
<p><b>Team Management</b></p>
<p>Direct Management: Distribution Teams and daily workers</p>

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Logistics	Project management
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X  X	X
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Planning and Organization capacities</li> </ul>	<ul style="list-style-type: none"> <li>▶ Good drafting skills</li> <li>▶ Knowledge of project management</li> </ul>
<b>LANGUAGES</b>		
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (details)</li> </ul>	<b>Mandatory</b>	X
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Office Suite</li> <li>▶ Other (details)</li> </ul>	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Ability to work independently while taking initiatives and showing a sense of responsibility</li> <li>▶ Ability to withstand pressure</li> <li>▶ Sense of diplomacy</li> <li>▶ Analytical skills</li> <li>▶ Capacity to adapt and showing organizational flexibility</li> <li>▶ Organization, rigor and ability to meet deadlines</li> <li>▶ Ability to work and manage affairs professionally and with maturity</li> <li>▶ Ability to represent the activities and the mandate of PUI before local authorities</li> <li>▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions</li> <li>▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies</li> <li>▶ Strong listening and negotiation skills</li> <li>▶ Good people and communication skills</li> <li>▶ Ability to remain calm and level-headed</li> <li>▶ General ability to resist stress and particularly in unstable circumstances</li> </ul>		

<b>Others</b>
▶ Mobility: Extensive travel may be required
<b>Proposed terms</b>
<b>Status</b>
▶ <b>EMPLOYED</b> with a Fixed-Term Contract
<b>Compensation</b>
▶ <b>MONTHLY GROSS INCOME</b> : from 1 650 up to 1 980 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
<b>Benefits</b>
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED</b>: Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>