

Preliminary Job Information

Job Title	FIELD COORDINATOR
Country & Base of posting	NIGERIA - MAIDUGURI
Reports to	HEAD OF MISSION
Duration of Handover	10 days
Duration of Mission	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, Chad, 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 2017-19 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 Far North Region. 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. PUI mission in Nigeria has officially opened in April 2016 developing its strategy on two objectives

1. Providing life-saving assistance (food aid through electronic vouchers 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.

Building on its strong community approach in Bolori II (Northern outskirts of Maiduguri) and based on its strategy of developing an integrated approach, PUI has developed its positioning in the area in Health, Nutrition and Logistics Sector.

Since the beginning of 2017, PUI has extended its coverage of the needs in Bolori II through the support of Herwa PHCC and 3 mobile clinics, through the management of the Common Logistic Platform and through the support of 70.000 individuals in electronic food vouchers. PUI has also developed a pilot project of Income Generating Activities in Bolori II .

Since March 2017, PUI has developed its positioning outside of Maiduguri, in the LGAs of Magumeri and Gubio. Indeed PUI is an implementing partner of the World Food Program for In-kind food distribution in those LGAs.

Configuration of the Mission

BUDGET FORECAST 2017	11 MILLION EUROS
BASES	ABUJA (COORDINATION) ET MAIDUGURI (FIELD OPERATIONS)

NUMBER OF EXPATRIATES	26
NUMBER OF NATIONAL STAFF	130
NUMBER OF CURRENT PROJECTS	7
MAIN PARTNERS	ECHO, OFDA, CIAA, WFP, FFP
ACTIVITY SECTORS	Food Security (Cash and In-kind)& Livelihood; Health; Nutrition; Logistic
EXPATRIATE TEAM ON-SITE	Coordination: 15 staff Field Office: 11 staff

Job Description

Overall objective

Under the supervision of the Head of Mission, and through delegation of his/her authority, the Field Coordinator has overall responsibility for the proper implementation and operational direction of PUI's projects/programs in his/her geographical area of intervention. The Field Coordinator also monitors the context to ensure programing is relevant and responsive to priority needs. In this capacity, the Field Coordinator is also responsible for representing PUI publically at the field level, including in coordination fora, with other agencies, and for providing the direct link in communications between the Field Team and the Country team. Lastly, the Field Coordinator provides security management of his geographical area and ensures all safety and security measures, including contingency plans and standard operating procedures.

Scope of duties

The Field Coordinator has responsibility for the overall timely delivery of PUI's programs portfolio in his/her geographical areas of operations (including the sub-offices).

The Field Coordinator with the support of the operational/technical coordinators concerned has overall responsibility for proper delivery of programs and the smooth running of support services in his/her geographical area of intervention. He/She also has the delegation of the Head of Mission for the safety and security of good and people under the responsibility of PUI in his/her area of intervention.

The Field Coordinator is at the source of program development and operational positioning in his/her geographical area of intervention, in line with PUI country strategy and in conjunction with programmatic and operational technical coordinators.

The Field Coordinator, as member of the Country Management Team contributes to the fulfilment of the aims and objectives of PUI's presence in the country through other tasks as required and/or directed by the Head of Mission.

Specific Goals and Related Activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE AT THE SITE

- ▶ He/She ensures that the safety plan for the site is up-to-date, and that everyone knows and understands it (both international and local staff).
- ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.
- ▶ He/She is in charge of supervising the work of the Security and Liaison Officer. He/She ensures that this staff has all the necessary tools to create and maintain good relationship with local administrative or security stakeholders.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programs on the site (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ He/She ensures proper filing of all documents produced in the context of the project(s), and ensures availability of the verification sources mentioned in the proposals.
- ▶ He/She proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ He/She is involved in identifying needs on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI'.
- ▶ He/She participates in the Strategy development exercise of the mission.

3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE SITE

- ▶ He/She supervises all national and international teams on the site.
- ▶ He/She guides the work of the expatriates in the site, tracks the realization of their objectives, and leads the mid-term and final evaluation exercises.
- ▶ He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of local personnel on the site.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- ▶ He/She makes sure that all local employees are subject to a written evaluation at least once during their contract period and/or once a year.
- ▶ He/She delegates responsibility for the integration of any new employee on the site, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She completes training programs for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions...).
- ▶ He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor.
- ▶ He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the HR Coordinator.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve the dispute.
- ▶ He/She responsible of PUI reputation 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, with full respect for the local culture.

4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE SITE

- ▶ With support from the logistic coordinator, he/she ensures that the needs of the site are met (support, programming) and address these needs to the Admin & Financial Coo each month, while making sure that all donor's and internal procedures are respected, and that commitments are in line with available budgets.
- ▶ He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ 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.
- ▶ Regarding budget monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Admin & Financial Coordinator.
- ▶ He/She ensures that accounting processes are respected by the admin base department, and communicated to the Admin & Financial Coo according to the agreed calendar.
- ▶ Together with the Admin & Financial Coo, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.

5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER SITE

- ▶ He/She represents the organization before local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI's principles of neutrality and independence.
- ▶ He/She attends main coordination meetings when they take place, and participates actively.
- ▶ In the event of visits from donors, he/she participates in the organization and implementation of the visit.

6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports).
- ▶ He/She organizes the two-way dissemination of information: from the site to the field coordination and from the field coordination to the site (regular and ad-hoc Situation reporting).
- ▶ He/She attends internal coordination meetings and participates actively.

Focus on top priority activities relating to the context of the mission

- ▶ Through the support of the Deputy Field Coordinator for Programs, and in liaison with the MEAL Manager, he/she will need to actively improve the monitoring and program supervision of projects: ensure the implementation or follow up of PUI program follow up tools, ensure compliance with humanitarian standards, etc.
- ▶ In liaison with the support coordinators and DHOM – Support, he/she will need to make sure that donor requirements are met before the end of projects (end of 2017)
- ▶ He/She will need to further develop PUI security analysis of the local context as well as ensuring PUI security rules are properly understood and respected by all staff

Team Management

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

- ▶ Direct management:
 - Expat : 4 (1 Deputy Field Co, 1 Fin Manager, 1 HR Manager, 1 Log Manager)
 - National : 1 (Security and Liaison officer)
- ▶ Indirect management:
 - National : 130/150

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project Management ▶ Training in public health / Agriculture / Water, sanitation / other... ▶ Financial Management ▶ Logistics...
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Experience in security Management ▶ Humanitarian ▶ International ▶ Technical 	Min. 1 year Min. 2 years Min. 2 years <i>A fortiori</i>	<ul style="list-style-type: none"> ▶ Food Sec & Livelihood ▶ Health
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Project Management skills ▶ Team Management ▶ Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies ...) 	<ul style="list-style-type: none"> ▶ Management of vehicle fleets, stocks, supply chains...
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	Mandatory	x
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office 	X	Saga

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Ability to withstand pressure
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ Ability to represent the activities and the mandate of PUI before local authorities
- ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- ▶ 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

Others

- ▶ Mobility: Extensive travel may be required

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 LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months