

## Preliminary Job Information

<b>Job Title</b>	<b>BASE LOGISTICIAN</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA – MAIDUGURI</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Creation/Replacement</b>	Replacement
<b>Duration of Handover</b>	15 days
<b>Duration of Mission</b>	6 months renewable according to 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 assists the Nigerian refugees in Cameroon) from Nigeria.

### General Context :

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as the first economy in Africa mainly thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge socio-economic inequalities, and from high rates of corruption, at every level. Within this volatile environment, the insurgency in the North-East of the country and the linked widespread violence triggered a large scale crisis.

Indeed, over 2.5 million people are forcibly displaced in the Lake Chad Basin region due to the Boko Haram insurgency, and new displacement continues. Resorting to terror, widespread sexual and gender-based violence (SGBV), forced recruitment and suicide bombings, Boko Haram attacks on civilians persist. Ongoing threats from Boko Haram in all affected countries as well as the absence of basic services have created acute humanitarian and protection risks for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities. Despite considerable advances in counter-insurgency operations, continued insecurity led to new large-scale and secondary displacements towards Cameroon and inside Niger.

The end of 2016 and first months of 2017 have seen an increase in attacks in north-eastern Nigeria, while the security situation in Chad's Lake region, Cameroonian border areas and Niger's Diffa region remains volatile and unpredictable. In 2016, a great number of civilians were released from Boko Haram captivity in north-eastern Nigeria with the liberation of Local Government Areas (LGAs) where some 800,000 persons had been trapped over past years. Assessments conducted in newly recovered areas reveal severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

### Humanitarian consequences:

The violence in the Lake Chad Region has uprooted around 2.3 million civilians within their own countries, including over 1.8 million IDPs in Nigeria alone. In addition, some 200,000 Nigerian refugees have fled to neighbouring Cameroon, Chad and Niger.

As of March 2017, close to 1,200,000 refugee returnees have been registered in Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. Many of these return movements have resulted in secondary displacements as areas of origin remain insecure and inaccessible. Between 2015 and mid-2017, the number of Nigerian returnees registered by the Nigeria Immigration Service (NIS) reached nearly 360,000 individuals. They represent individuals both registered in official refugee camps and others who fled the insurgency but were never registered in the countries of asylum. The number of registered returnees between January and May this year stood at

19,257 individuals.

The crisis has adversely affected the most vulnerable civilian populations, particularly women and children, older persons and those with disabilities or serious medical conditions. Around 60 per cent of those displaced are children and the number of female and child-headed households is on the rise because male heads of households have either disappeared, been killed or fear to return to join their families. Sexual and gender-based violence (SGBV) is widespread, and many people have suffered the trauma of violent experiences.

The Humanitarian Needs Overview (HNO) 2017 estimated some 14 million people in need of humanitarian assistance in Nigeria 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 most critical areas requiring humanitarian assistance are located in Borno, Adamawa and Yobe states where 8.5 million people are in need of urgent life-saving assistance.

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

PUI is present in Nigeria since April 2016. The NGO is targeting the needs of crisis affected populations in Borno State through a gradually implemented comprehensive integrated response.

PUI started its intervention with a focus on urgent needs pertaining to access to food commodities for IDPs and host communities (through a cash-based approach) and then up-scaled its response with the inclusion of Primary Health Care and Nutrition activities. This was focused on populations living in Maiduguri (capital city of Borno state).

Also, as access and logistics were and remain a main constraint for the humanitarian community, PUI launched an inter-agency logistics platform in Maiduguri managing storage and cargo and servicing around 30 different humanitarian organizations.

Finally, and as resilience of affected communities remains a priority for the organization, a pilot livelihood recovery project has been launched in order to decrease reliance on direct assistance and foster aid sustainability.

#### **The main programmatic objectives of the mission for 2018 are:**

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health and Nutrition activities.
- Further develop the integrated response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH... to the response portfolio (either directly or through coordinated approach with external actors)
- Continue and further develop the logistics support to the humanitarian community from Maiduguri City Warehouse
- Develop gradual integrated responses in areas with significant gaps in needs coverage within Borno State LGA outside Maiduguri with a priority given to Health, Nutrition and Food Security activities.

### **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 conducted an assessment in Maiduguri which confirmed the critical nature 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 Nigeria Mission has been officially opened in April 2016. Following the findings of the initial assessment, PUI prioritized two objectives: **1.** Providing food aid to the IDPs and affected host communities in Maiduguri through a cash-based approach / **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.

Since then, PUI further developed its response which is currently focusing on **Bolori II area of Maiduguri city** with the following main elements:

- Food aid through a cash-based electronic voucher approach
- Pilot livelihood recovery activities focused on fostering income generating activities for crisis affected populations
- Primary Health Care including nutrition services (OTP) through the management of one Primary Health Care Center and 3 mobile clinics (one additional PHC is being currently taken over by PUI who will manage it as of early 2018)
- Community sensitization in terms of health and nutrition through a community health network approach
- Logistics support (storage and cargo transport) for around 30 humanitarian actors intervening from Maiduguri

### **Configuration of the Mission**

<b>BUDGET ESTIMATE 2017</b>	<b>7 million EUR</b>
<b>BASES</b>	PUI has one operational base in Maiduguri and one support/coordination base in Abuja
<b>NUMBER OF EXPATRIATES</b>	24

<b>NUMBER OF NATIONAL STAFF</b>	150
<b>NUMBER OF CURRENT GRANTS</b>	8 (additional grants under negotiation)
<b>MAIN PARTNERS</b>	ECHO, OFDA, FFP, CIAA, CDCS , WFP, UNICEF, FAO
<b>ACTIVITY SECTORS</b>	Food Security (Cash and In-kind) Livelihood Recovery Primary Health Care and Nutrition Logistics Support
<b>EXPATRIATE TEAM ON-SITE</b>	<b>Abuja Country Management (most positions are either based or spend most of their time in Maiduguri):</b> Head of Mission, Deputy HoM Support, Deputy HoM Programs, Grants Officer, Medical Coordinator, Nutrition Advisor, FSL Coordinator, MEAL Coordinator, HR Coordinator, Finance Coordinator, Logistics Coordinator. <b>Maiduguri Management:</b> Field Coordinator, Deputy Field Coordinator for Programs, Health Project Manager (2), FSL Project Manager (2), Logistics Platform Project Manager, MEAL Manager, HR Manager, Finance Manager, Logistics Manager

## Job Description

### Overall objective

The logistics manager is responsible for the smooth functioning of logistics at base level. He/She makes sure the resources which are necessary for carrying out the programmes are available and actively participates in the base's safety & security management.

### Tasks and Responsibilities

- ▶ **Safety & Security** : He/She assists the Field Coordinator with safety & security management. He/She is directly responsible of the daily, concrete aspects of the base's safety management.
- ▶ **Supplies** : He/She coordinates supplies and deliveries for projects at base level. He/She guarantees that PUI's procedures and logistical tools are in place and are respected.
- ▶ **Fixed equipment** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the base's energy supply.
- ▶ **Fleet** : He/She is responsible of the management of the fleet (availability, safety, maintenance etc), for the smooth functioning of the base and the realization of activities in accordance with the available budget.
- ▶ **Representation** : He/She represents the organization at base level amongst partners, authorities and different local actors involved in logistics.
- ▶ **Reporting**: He/She is responsible for all aspects of logistics reporting from the base to the coordination of the mission.

### Specific Goals and Related Activities

#### 1. ENSURING THE SECURITY OF GOODS AND PEOPLE

- ▶ He/She ensures that the material and other resources at base level are sufficiently adapted to the safety management approach defined for the base.
- ▶ He/She participates in analyzing the base's safety circumstances and conditions, alerts and issues recommendations to the Head of Mission concerning potential changes relating to risks as well as measures to be put in place.
- ▶ He/She communicates, on a regular basis, with the guards and the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).

#### 2. MANAGING THE SUPPLY CHAIN OF THE BASE

##### a. Purchases

- ▶ He/She guarantees that purchase procedures are respected at base level. He/She works in close collaboration with the person requesting the purchase, with strong technical specificity, and carries out the appropriate conformity tests.
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of the PUI procedures.
- ▶ He/She centralizes and optimizes the grouping of purchases.
- ▶ He/She supervises the identification and referencing of suppliers and has detailed invoices for recurrent purchases at his/her disposal. He/She consolidates/updates the base price catalogue.
- ▶ He/She ensures that purchase files are correctly archived at base level.

##### b. Shipment

- ▶ He/She chooses the mode of transport and the packaging of the merchandise in collaboration with the logistics coordinator.
- ▶ He/She plans and supervises the reception of materials from the coordination or other supply sites.

##### c. Storage

- ▶ He/She guarantees the management and monitoring of the base stock, according to the PUI's procedures and tools. He/She ensures that these are known to and understood by everyone and are applied on the base.

- ▶ He/She ensures that stocking sites are appropriate to the base needs and that merchandise is stocked appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes fluxes in merchandise, makes sure that the goods received are of a certain quality and carries out physical checks of stocked merchandise. He/She is attentive to the use-by-date of products, if need be.
- ▶ He/She ensures the movement/transfer of documents is properly referenced. He/She checks stock reports on a monthly basis.

### 3. MANAGING THE BASE ASSETS : COMPUTER AND TELECOMMUNICATION EQUIPMENT AND ENERGY

- ▶ He/She defines the base technical needs and makes sure that their funding is possible, especially when new projects are being planned.
- ▶ He/she issues technical recommendations on the choice of computer equipment, tele/radiocommunication equipment and energy supply to be validated by the logistics coordinator.
- ▶ He/She authorizes the use of equipment, creates utilization procedures and trains personnel on how to use them.
- ▶ He/She ensures the monitoring of equipment (state, location, proprietor/backer etc) through regular updates of monitoring tools (property list) and the keeping of physical inventories.
- ▶ He/She supervises the installation of equipment and ensures they run smoothly and are maintained and ensures any necessary repairs are duly carried out.
- ▶ He/She controls the consumption of equipment, if need be, and, if required, carries out necessary adjustments in accordance with utilization procedures.

### 4. MANAGING THE BASE'S FLEET

- ▶ He/She defines transport means adapted to the needs of projects associated with the base and makes sure that the funding of this transport is possible, especially when new projects are being planned in direct collaboration with the Logistics Coordinator.
- ▶ He/She ensures that vehicles are monitored (state, location, proprietor/backer etc) and that monitoring tools are regularly updated.
- ▶ He/She ensures the vehicles are working properly, that they are properly maintained and any necessary repairs are duly carried out.
- ▶ He/She controls the use of vehicles and, if necessary, makes any necessary changes to utilization procedures. He/She ensures plans and monitoring tools for the management of omissions are put in place and respected and that they are maintained through the use of log books.
- ▶ He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, exceptional circumstances, safety equipment etc) are appropriately addressed.
- ▶ He/She centralizes movement planning on weekly basis for all base movements and follows in-country flight movements

### 5. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES AT BASE LEVEL

- ▶ He/She ensures that logistics information is effectively circulated at base level
- ▶ He/She writes or participates in writing internal reports for everything concerning the logistics of the base.
- ▶ He/She participates to the financial and administrative management of his/her area of work. He/She makes sure that the budgetary allowance is respected in the logistics department and establishes regular cash-flow needs.
- ▶ He/She participates to the writing of reports for the donors (lists of equipment, checking functioning costs etc) and ensures the keeping of and the archiving of purchase files (help, equipment, location, omissions etc). He/She participates finally in the preparation of logistics in view of an audit which is either forthcoming or already underway.
- ▶ Externally, he/she represents the PUI among authorities at base level for any questions concerning logistics
- ▶ Externally, he/she also develops and maintains relationships with partners, especially NGOs for any question relating to logistics

### 6. SUPERVISING AND MANAGING LOGISTICS TEAMS

- ▶ He/She supervises the whole of the logistics team at base level, directly or otherwise. He/She writes descriptions and carries out or delegates job interviews. He/She contributes to work meetings, mediates potential conflicts, defines priorities and plans activities.
- ▶ He/She participates to the recruitment of the logistics team at base level as well as in any decision to terminate an employment contract.
- ▶ He/She ensures and/or supervises continued training of local members of the logistics team who are in the base on the procedures and tools of PUI.
- ▶ He/She creates an action plan for the logistics department at base level in accordance with the objectives defined in the annual programming of the mission and by the logistics coordinator of the mission.

### Focus on 3 priority activities relating to the context of the mission

- ▶ Finalize the setting up of all logistics procedures and systems at base level with the support of the logistics coordinator and the field coordinator
- ▶ Fine tune the logistics team composition and responsibilities sharing in Maiduguri base in line with the mission 2018 programming
- ▶ Ensure that all previous purchase files are properly cleansed and archived

### Team Management

Number of people to manage and their position:

- ▶ Direct management: 1 Logistics Officer, 1 Procurement Officer (nationals)
- ▶ Indirect management: 1 Premises Officer, 1 Purchase, 36 Guards and 40 drivers (not PUI employees)

## Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>		<ul style="list-style-type: none"> <li>▶ Project Management</li> <li>▶ Training in Public Health / Agric / Water, Sanitation / Other</li> <li>▶ Logistics...</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	Min. 2 year <i>A fortiori</i>	<ul style="list-style-type: none"> <li>▶ Experience in Team Management</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Team Management</li> <li>▶ Logistical skills</li> <li>▶ Administrative and Management skills</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of procedures: institutional donors (UE, OFDA, ECHO, AAP, UN agencies ...)</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (specify)</li> </ul>	X	
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (specify)</li> </ul>	X	Saga
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 and volatile environment</li> <li>▶ Sense of diplomacy</li> <li>▶ Analytical skills</li> <li>▶ Capacity to adapt and 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 mandate of PUI before local authorities and suppliers</li> <li>▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions</li> <li>▶ Ability to work with different partners in a spirit of openness, and with adaptable communications strategies</li> </ul>		
Other		

## Conditions

Status
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
Salary Package
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME:</b> from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
Costs Covered
<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>