

Preliminary job information

Job Title	HEALTH & NUTRITION PROJECT MANAGER
Country & Base of posting	NIGERIA – MONGUNO BASE
Reports to	MONGUNO BASE FIELD COORDINATOR
Creation / Replacement	CREATION
Duration of Mission	6 MONTHS MINIMUM

General information on the mission

Context

Première Urgence Internationale (PUI) is a Humanitarian, non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by addressing 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 7 million people in more than 21 countries – in Africa, Asia, Middle East, and Europe.

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

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 (although the past few years witnessed a significant weakening of economic growth), Nigeria suffers from huge socio-economic inequalities, and from high incidence of corruption, at every level. Within this volatile environment, the conflict in the North-East of the country and the linked widespread violence triggered a large scale humanitarian crisis.

Indeed, millions of people have been forcibly displaced in the Lake Chad Basin region due to the so-called Boko Haram conflict, and new displacement continues. Resorting to widespread sexual and gender-based violence (SGBV), forced recruitment and suicide bombings, Armed Opposition Groups' (AOG) attacks on civilians persist. Ongoing conflict between AOG and Governmental Security Forces in all affected countries as well as the absence of basic services have created acute humanitarian and protection needs for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Assessments conducted in newly accessible areas revealed 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 millions of civilians within their own countries, including over 1.8 million IDPs in Nigeria alone. In addition, some hundreds of thousands of Nigerian refugees have fled to neighboring Cameroon, Chad and Niger.

As of January 2018, close to 1,300,000 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 many areas of origin remain insecure and inaccessible. Projection for 2018 forecast new displacement and arrivals from the inaccessible areas (around 200,000). In total, at least 1.32 million of IDPs are located in Borno State. 50% of them are living in host communities.

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) 2018 estimated some 7.7 million people in need of humanitarian assistance in Nigeria across the three states of the north east (Borno, Yobe and Adamawa) with most needs concentrated in Borno State. In determining the scale of the

response for 2018 (more than 1 billion USD consolidated appeal!), 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 millions of 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 Humanitarian 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 late 2016 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.

Following a comprehensive and inclusive programming exercise during the last quarter of 2017, the main programmatic objectives of the mission for 2018 were defined and can be synthesized as follows:

- 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 multi-sector 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 the opening of an additional operational base in Kukawa LGA with the provision of health and nutrition services for IDPs and host communities starting in July 2018.

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 was 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 in **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

BUDGET ESTIMATE 2018	12 million EUR
BASES	PUI has one Operational base in Maiduguri, a Support base in Abuja, a Coordination base in Maiduguri and the opening of an Operational base in Kukawa LGA is on-going.
NUMBER OF EXPATRIATES	28
NUMBER OF NATIONAL STAFF	250 (including plans for 2018)
NUMBER OF CURRENT GRANTS	7 (several additional grants are under negotiation)
MAIN PARTNERS	ECHO, OFDA, FFP, CIAA, CDCS , WFP, UNICEF
ACTIVITY SECTORS	Food Security & Livelihoods

	Primary Health Care and Nutrition Logistics Support Protection Water, Sanitation & Hygiene
EXPATRIATE TEAM ON-SITE	<p><u>Maiduguri Country Management:</u> Head of Mission, Deputy HoM Programs, Grants Officer, Medical Coordinator, FSL Coordinator, MEAL Coordinator, MEAL Manager, HR Coordinator, Finance Coordinator, Logistics Coordinator, Supply Chain Manager. Consortium Team: Consortium Director, Consortium Grant Coordinator.</p> <p><u>Abuja Support Base:</u> Deputy HoM.</p> <p><u>Maiduguri Base Management:</u> Field Coordinator, Deputy Field Coordinator for Programs, Health Program Manager, Nutrition Project Manager, FSL Project Manager, Logistics Platform Project Manager, Protection and Community Outreach Project Manager, HR Manager, Finance Manager, Logistics Manager</p> <p><u>Monguno / Kukawa Base Management:</u> Field Coordinator, Administrative Manager, Logistics Manager, Health Project Manager</p>

Job Description

Overall objective

Under the direct management of Monguno Base Field Coordinator and with the technical support and supervision from the medical coordination team based in Maiduguri, the Health & Nutrition Project Manager role is to ensure an effective, timely and qualitative implementation of activities under his responsibility while abiding by PUI and donor requirements.

The Health & Nutrition Project Manager supervises the implementation of PUI health and nutrition intervention in Kukawa LGA while based in Monguno.

The intervention comprises the following main activities :

- Management of one Primary Health Care Center (PHC) in Kukawa Ward including comprehensive services of primary health care and an OTP
- Management of one Primary Health Care Center (PHC) in Cross Kauwa Ward including comprehensive services of primary health care, an OTP and a nutrition stabilization center (for complicated SAM cases)
- Management of one mobile health clinic based in Cross Kauwa Ward and covering populations unable to reach the PHC including primary health care services and OTP
- Management of the pharmacies of the facilities including on buffer pharmacy in Monguno linked to PUI central pharmacy based in Maiduguri
- Management of referral to secondary health facilities in Monguno
- Management of a Community Outreach Workers' network (60 individuals receiving monthly incentives from PUI) engaged in health, nutrition, hygiene and protection oriented awareness raising and in multi-sector needs identification and internal / external referral

The 2 health facilities are managed in direct collaboration with the Nigerian Ministry of Health (MoH) with some MoH staff present in the facility and receiving incentives from PUI.

Tasks and Responsibilities

- ▶ **Programs:** He/She ensures proper implementation and monitoring of health & nutrition activities falling under his/her responsibility, while observing PUI's health policy.
- ▶ **Human Resources:** He/She supervises the teams running the 2 PHCs and 1 MHC and the Community Outreach Network.
- ▶ **Logistics and Administration:** He/She ensures compliance of activities falling under his/her responsibility with logistical and administrative procedures.
- ▶ **Representation:** He/She represents the association before partners, authorities and local actors involved in the implementation of health and nutrition programs in Kukawa and Monguno LGAs.
- ▶ **Safety:** He/She contributes to efforts aimed at ensuring compliance with safety rules at the site, and transmits all information relating to safety concerns to his/her immediate supervisor.
- ▶ **Strategy:** He/She contributes to the development of new interventions on the basis of identified needs.

Specific objectives and linked activities

1. PROJECT PLANNING, IMPLEMENTATION AND MEAL

- ▶ Ensure that project action plan is prepared at the start of the project and reviewed periodically based on the feedback from the monitoring of the project. This also includes identification of support requirements from other sectors within the organization;
- ▶ Develop the program monitoring tool with the Field Coordinator and the MEAL Department.
- ▶ Launch the implementation of the activities in a timeframe coherent with donor's requirements
- ▶ Ensure the coherence and the homogeneity of the activities under his/her responsibility (indicators and results follow up) and develop proper assessment mechanisms. Lead regular field reviews ensuring best practices standards are met;
- ▶ Inform His/her line manager of any relevant issue related to the project implementation.
- ▶ Ensure follow-up and analysis of epidemiological data, in collaboration with the Medical Coordinator.
- ▶ Participate to needs analysis of programs in relation to medical equipment, medications and medical consumables.
- ▶ In link with the MEAL department at coordination level, makes sure that MEAL activities are properly implemented for the activities under his/her responsibility

2. INFORMATION MANAGEMENT, ASSESSMENT AND REFERRAL SYSTEM

In collaboration with the MEAL Department, and other relevant Program Departments, with the support of the Field Coordinator and the Medical Coordinator:

- ▶ Develop tools and strategies to ensure qualitative and timely data collection, communication and analysis;
- ▶ Develop referral pathways tailored to the type of cases identified, internally and externally. Develop the tools and processes to monitor the referrals;
- ▶ Develop tools pertaining to multi-sector rapid needs assessments responding to identified / emerging needs in the area of intervention
- ▶ Formalize external referral pathways through MoUs with relevant partners;
- ▶ Contribute to the design and lead the management of the internal / external referral and follow up database system
- ▶ Provide support to Other PUI teams in communicating with the community and targeting/tracking potential beneficiaries.
- ▶ Ensure proper archiving of all the documents, tools and training materials produced in the context of project/s and ensures the availability of the verification sources mentioned in the proposals.

3. CAPITALIZATION, REPORTING AND DEVELOPMENT:

- ▶ Ensure internal and external qualitative reporting on all activities under his/her responsibility is done in relevance to PUI internal tools and requirements
- ▶ Update and transmit on a monthly basis the PMT (Project Monitoring Tool) as a tool to follow up the implementation of the project;
- ▶ Write regular reports on all activities as requested by the Field Coordinator or the Medical Coordinator;
- ▶ Produce qualitative intermediary and final reports for donors;
- ▶ Capitalize lessons learnt and good practices throughout the project;
- ▶ Participate in the writing of comprehensive Activity Forms for all major operational aspects, in direct collaboration with the MEAL teams and with his/her supervisors;
- ▶ Participate in the development of comprehensive support documents for activities implementation by his/her team
- ▶ Create/review SOPs and propose relevant improvement, under Field Coordinator and Technical Coordination's management;
- ▶ Contribute to the definition of vulnerability criteria and assessment methodologies allowing more accurate targeting of PUI's activities in the area of intervention;
- ▶ Participate to identifying health-related needs in coordination with the Field Coordinator and the Medical Coordinator
- ▶ Participate to the operational development of the mission through active participation to the mission annual programming process.
- ▶ Contribute to the design and drafting of new proposals and budgets in collaboration with the Field Coordinator and the Medical Coordinator.

4. TEAM MANAGEMENT AND CAPACITY BUILDING

- ▶ Prepare job profiles for members of his/her team, has them endorsed by the Field Coordinator and the Administrative Manager, and participate actively in the recruitment process (interviewing, testing, etc.), as well as in any decisions related to the termination of employment contracts of team members; Pro-actively propose HR changes within his/her department to Field Coordinator and HR Manager;
- ▶ Familiarize himself/herself with all PUI internal HR regulations, and ensure that they are known and respected by his/her team;
- ▶ Ensure that the defined appraisal system is applied for all members of his/her team
- ▶ Create coordination mechanisms specific to his/her team, and ensure proper supervision;
- ▶ Identify the training needs of the team and addresses them (organizational and technical support, methodology, organization of training sessions...) and interact with the HR manager in planning/conducting training;
- ▶ Follow the training received by the teams and gather contents for capitalization;

5. REPRESENTATION AND COORDINATION:

- ▶ In coordination with the Field Coordinator, represent PUI in the project area with any relevant stakeholders, local, national and international partners, local community representatives in order to facilitate the implementation of the project's activities;
- ▶ Set up a network, coordinate and communicate to the stakeholders acting in the same areas; ensure effective coordination and collaboration with key stakeholders and partners – NGOs, civil society organizations (CBOs), community groups
- ▶ In the event of visits from Donors, participate actively in the preparation and the smooth organization of the visit.

6. LOGISTICS AND FINANCE

- ▶ Ensure budgeted action plans are prepared at the beginning of the project and that they clearly reflect the activity plan of the project;
- ▶ Be responsible for the budget lines under his/ her management, and provide forecasts on these budget lines on a monthly basis contributing to the monthly budget follow-up process;
- ▶ Comply with all logistics rules, procedures and processes, ensuring the timely supply of all logistics needs for the successful implementation of his/ her activities;

- ▶ Be responsible for the eligibility and good utilization of funds allocated to the activities under his/ her management;
- ▶ Analyze and propose solutions of budgetary reallocation if needed, after receiving a monthly updated financial follow-up (FFU) from the Finance Department;
- ▶ Fill the cash forecast according to his/her budget areas as per PUI internal procedures

7. SAFETY AND SECURITY:

- ▶ Ensure that the safety and security rules are known and respected by his/her team;
- ▶ Contribute to data collection on safety and security issues in his/her field of operations and disseminate them to the Field Coordinator regularly or on an ad-hoc basis if urgent.
- ▶ Ensure that projects, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons in harm's way. He/she alerts the Field Coordinator without delay, in case of impending danger to teams or beneficiaries.

8. CONSORTIUM SPECIFICITIES

Part of the activities managed by the Health & Nutrition Project Manager are part of a consortium led by PUI and including other organizations implementing Shelter, WasH, Protection and Child Protection... activities in Kukawa LGA.

The consortium approach is to ensure a strong multi-sector integration between project managers of partner agencies under the functional supervision of a Consortium Project Coordinator based in Monguno. Therefore, the Health & Nutrition Project Manager will be part of this consortium team approach and collaborate strongly with the other sectors' project managers, the Consortium Project Coordinator in Monguno and with the consortium leadership based in Maiduguri (one Consortium Director and one Consortium Grant Coordinator).

In addition to PUI internal frame, the Health & Nutrition Project Manager will have to abide by consortium procedures, tools and implementation / MEAL / communication schemes.

Team Management

Number of people to manage and their position:

- ▶ Direct management (all nationals):
 - One Deputy Project Manager (Kukawa PHC), One Deputy Project Manager (Cross Kauwa PHC and MHC), One Deputy Project Manager (Community Outreach Network), One Pharmacy Supervisor and One MEAL Supervisor (with strong functional link with the MEAL Manager at Maiduguri Coordination level)
- ▶ Indirect management: (all nationals, numbers to be confirmed)
 - Kukawa PHC: 16 PUI staff and around 15 MoH staff (Nurses, Junior Community Health Extension Workers, midwife, midwife assistants, cleaners, and health educators)
 - Cross Kauwa PHC and MHC: 14 PUI staff and 12 MOH staff (Nurses, Junior Community Health Extension Workers, midwife, midwife assistants, cleaners, and health educators)
 - One pharmacy assistant
 - 2 MEAL Officers and 2 IM Assistants
 - 2 Community Outreach Supervisors, 8 Community Outreach Officers, 60 Community Outreach Workers (not salaried)

Focus on 3 priority activities related to the context of the mission

- ▶ Finalize the recruitment and induction of the team under his/her management
- ▶ Finalize the launching of all health and nutrition activities including methodology design, planning, progress reporting and monitoring tools with the objective of having all activities running within 2 months of his/her arrival to the mission.
- ▶ Launch the Community Workers network after finalization of the design of their activities, responsibilities, tools and data management systems. Provide training and resources for the CWs to operate.

Required Profile

Required Skills and Know-How

	ESSENTIAL	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Registered Nurse ▶ Residency in Medicine 	<ul style="list-style-type: none"> ▶ Medical Degree ▶ Medical Diploma ▶ BAC + Pharmacy ▶ Public Health ▶ Project Management
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ 2 -year experience in similar positions
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing skills ▶ Very Strong Knowledge of Project Management 	<ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors (OFDA, ECHO, AAP, UN agencies...)

LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	X	

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

- ▶ Ability to provide/structure instructions clearly and concisely both orally and in writing
- ▶ A high sense of discretion and integrity when dealing with sensitive protection information
- ▶ High degree of responsibility, initiative, alertness, emotional stability, the ability to prioritize a heavy workload and to delegate accordingly
- ▶ Professional attitude and the ability to build successful working relationships with contacts outside of the projects.
- ▶ Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of community-based protection issues in the country of operation
- ▶ 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
- ▶ Team player: proven management ability and inter-personal skills
- ▶ Excellent communication skills
- ▶ Problem solving and leadership skills
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to live in a large community
- ▶ Ability to work in volatile and secluded contexts
- ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- ▶ Ability to manage teams remotely

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Salary Package

- ▶ **MONTHLY GROSS INCOME:** from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Costs Covered

- ▶ **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