

JOB DESCRIPTION

Preliminary job information

Job Title	NUTRITION PROJECT MANAGER
Country & Base of posting	NIGERIA – MAIDUGURI BASE
Reports to	DEPUTY FIELD COORDINATOR - PROGRAM
Duration of Mission	6 MONTHS RENEWABLE

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 200 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 20 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>Maiduguri Country Management: 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 Grants Coordinator.</p> <p>Abuja Support Base: Deputy HoM.</p> <p>Maiduguri Base Management: 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>Monguno / Kukawa Base Management: Field Coordinator, Administrative Manager, Logistics Manager, Health Project Manager</p>

Job Description

Overall objective

Under the management of the Deputy Field Coordinator - Program and the technical supervision of the Medical Coordinator and the Nutrition Advisor, the Nutrition Project Manager is in charge of ensuring the good implementation of PUI Nutrition activities in Maiduguri. The component under the Nutrition PM supervision, part of PUI integrated response to the Bolori II population needs, aims at managing and monitoring a comprehensive Nutrition approach included in PUI Health & Nutrition Program and comprising of:

- Community Based Nutrition and Infant and Young Children Feeding (IYCF) awareness raising (through Community Nutrition Mobilizers and Mother Care Groups), identification of acute malnutrition cases and referral to PUI facilities.
- Treatment of acute malnutrition cases within PUI health facilities (Outpatient Therapeutic Program and Stabilization Center) in direct collaboration (not management) of the Health Facilities Focal Points.

This position will be critical to:

- Foster good practices among the community regarding IYCF to reduce prevalence of Severe Acute Malnutrition and Moderate Acute Malnutrition in the areas of intervention
- Ensure a close follow up of cases identified and referred for treatment
- Ensure that appropriate care is provided to identified cases
- Ensure continuous training of all staff and community volunteers pertaining to PUI nutrition response
- Ensure a full integration of the nutrition component into the Health & Nutrition approach implemented by PUI
- Ensure close link with other program teams (Food Security, Protection and Community Outreach) as per the integrated response deployed by PUI in Bolori II

Tasks and Responsibilities

1. **Project planning and implementation:** He/She ensures the proper implementation and monitoring of the nutrition activities, with a strong focus on its qualitative aspects.
2. **Information sharing, assessments and referral system:** As per the Integrated Community based approach developed by PUI in the area of intervention, he/she participates to the development and follow up of the internal and external referrals system linked with nutrition activities. He/she ensures an in depth analysis of data collected by the nutrition teams, and shares analysis and data with the HPM and other relevant departments.
3. **Team management and capacity building:** He/she supervises the 'nutrition teams'. He/she supervises capacity building support to the project team as appropriate and training activities on the basis of identified needs. He/she suggests modifications in terms of nutrition team structuring and responsibilities' split. He/she does not manage directly the nutrition teams included in the health facilities but supervises their activities in direct link with each facility focal point and the HPM.
4. **Capitalization, reporting and development:** He/she is responsible for the qualitative production of internal and external activities' reports. He/she supports the Deputy Field Coordinator for Programs (DFCP) and/or Field Coordinator (FC) and the Grants Officer in providing sufficient and detailed information for program reporting for donors and PUI HQ. He/she contributes to ongoing capitalization efforts regarding program methodologies, lessons learnt and challenges. He/she drafts specific Activity Forms and Standard Operating Procedures as per the mission's learning strategy in direct link with the MEAL department. He/she contributes to the adjustment of current intervention or/and development of new interventions on the basis of identified needs.

5. **Representation and coordination:** Upon request from his/her supervisors, he/she ensures and coordinates the PUI's sectorial representation in the area which he/she is responsible for among partners, donors, authorities and other stakeholders and participate to the Ad Hoc relevant meetings. She/he ensures an efficient coordination with the other departments of the base.
6. **Logistics and Finance:** She/he coordinates with the Log and Admin/Finance teams to mobilize effectively the resources allocated to the program supervised, including forecasting any adjustments needed, taking into consideration determined budget and compliance with logistics and administrative procedures. He/she is responsible for the activity budget lines of his/her project budget and for following-up on the expenditures while providing monthly budget forecast.
7. **Safety and Security:** He/she contributes to compliance with safety rules within the mission, especially by the program team under his/her management and communicates any security/safety-related information to the base Security Focal Point.

Specific Goals and Related Activities

1. PROJECT PLANNING AND IMPLEMENTATION

- ▶ 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;
- ▶ Ensure proper monitoring of:
 - A network of more than 100 Community Nutrition Mobilizers providing IYCF and nutrition education to Mother Care Groups (more than 3 500 participating Pregnant and Lactating Women)
 - 4 OTPs
 - 1 stabilization center
 - An effective referral pathway from identification of cases from different sources (CNMs, Community Outreach Workers, health facilities, PUI nutrition/food security/protection and community outreach teams, other partners operating in the area) to treatment and follow up within PUI health facilities.
- ▶ Develop effective referral tools and mechanism of Malnutrition cases identified;
- ▶ Develop comprehensive training courses for PUI teams, Community Nutrition Mobilizers and Community Outreach Workers.
- ▶ Ensure that the activities implemented follow international and national standards.
- ▶ Ensure the coherence and the homogeneity of the activities under his/her responsibility (indicators and results follow up) and implement proper monitoring mechanisms, with the support of the HPM, Medical Coordinator and DFCP. Lead regular field reviews and ensuring best practices standards are met;
- ▶ Ensure that both aid recipients and local populations understand the project goals and actively participate in their implementation;
- ▶ Inform his/her line manager of any relevant issue related to the project implementation.

2. INFORMATION MANAGEMENT, ASSESSMENT AND REFERRAL SYSTEM

- In collaboration with the MEAL Department and the Medical Coordinator, and with the support of the HPM and the DFCP:
- ▶ Participate to the development of tools and strategies to ensure qualitative and timely data collection, communication and analysis;
 - ▶ Hold regular meetings between Community nutrition education teams and clinical nutrition teams
 - ▶ Hold regular meetings with the MEAL team on matters pertaining to the Nutrition program
 - ▶ Implement regular "Sub-Ward meetings" between Nutrition teams overlooking activities in fixed geographical areas and their counterparts in the other Program teams (PCO, Food Security, Health, MEAL).

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 data measuring the progress on indicator's targets to the relevant PMs in order for them to update their PMT (Project Monitoring Tool), the tool to follow up the implementation of the different projects;
- ▶ Write regular reports on all activities as requested by the DFCP;
- ▶ Produce qualitative contributions to 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 the nutrition team
- ▶ Create/review SOPs and propose relevant improvement, under DFCP / Field Co and Technical Coordination's management;
- ▶ 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 HPM, the DFCP and the Medical Coordinator.

4. TEAM MANAGEMENT AND CAPACITY BUILDING

- ▶ Prepare job profiles for members of his/her team, have them endorsed by the DFCP and Field Coordinator and the HR 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 DFCP 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 his/ her line manager, 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
- ▶ Work in close coordination with relevant staff in other PUI departments, including PCO, Food Security, Health, and MEAL to ensure the strong integration of other sectors and to promote the development of new concepts/approaches/collaborations for future programming;
- ▶ 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.

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

- ▶ Make sure that the CNM network is set up and operational and that Community Based activities are running smoothly with the already defined methodology (including training / capacity building to CNMs and inclusion of additional CNMs if needed)
- ▶ Under the leadership of the DFCP, make sure that both Community Based and Facility Based Nutrition activities are operating in a coordinated manner. Ensure proper referrals of new identified cases to OTP/SC, follow up of defaulter cases. Agree with HPM on the supervision of facility based nutrition teams and how to interact/monitor them.
- ▶ Ensure the respect of the national guidelines for the management of acute malnutrition. Ensure the monitoring and improvement of the quality of care through regular supervisions.
- ▶ Contribute to the improvement of tools and processes to collect and analyze nutrition related data
- ▶ Set up effective referral pathways and follow up processes, internal to the team, and external with other PUI project teams and relevant partners operating in the area of intervention

Team Management

Number of people to manage and their positions:

- ▶ Direct management: 1 Deputy PM, 3 Nutrition Education Supervisors, 12 Nutrition Education Officers (national staff)
- ▶ Technical support and monitoring: 2 CMAM Supervisors (PHCs), 2 CMAM Officers (Health Outposts), 7 nurses and nurses assistant (national staff)
- ▶ Indirect monitoring: 120 Community Nutrition Mobilizers, 240 Lead Mothers (1 per Mother Care Group)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
EDUCATION / TRAINING	<ul style="list-style-type: none"> ▶ Relevant master's degree from an accredited academic institution preferably in Nutrition, Public Health, Social Work ▶ Project management ▶ Needs assessment 	<ul style="list-style-type: none"> ▶ Humanitarian Health and Nutrition Standards

<p>PROFESSIONAL EXPERIENCE</p> <ul style="list-style-type: none"> ▶ Humanitarian ▶ Technical 	<ul style="list-style-type: none"> ▶ Min.2 years as a manager of humanitarian projects ▶ Previous experience with Nutrition interventions ▶ Knowledge of integrated / multi-sector approach ▶ Previous experience with database systems ▶ Experience in elaborating curriculum and conducting trainings 	<ul style="list-style-type: none"> ▶ Experience in liaising with governmental authorities, other national/international institutions; ▶ Experience of Community Based Management of Malnutrition ▶ Experience in managing stabilization center and/or OTPs
<p>KNOWLEDGE AND SKILLS</p>	<ul style="list-style-type: none"> ▶ Demonstrating good knowledge of UN and NGO mandates and programs in the humanitarian responses, post conflict construction and development/resilience ▶ Excellent planning and organizational skills ▶ Excellent writing skills ▶ Very good Knowledge of project management ▶ Good knowledge in handling data bases 	<ul style="list-style-type: none"> ▶ Knowledge of MEAL processes
<p>LANGUAGES</p> <ul style="list-style-type: none"> ▶ English ▶ Hausa ▶ French 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X X</p>
<p>SOFTWARE</p> <ul style="list-style-type: none"> ▶ Pack Office ▶ Google Earth ▶ QGIS 	<p style="text-align: center;">X X</p>	<p style="text-align: center;">X</p>
<p>Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)</p>		
<ul style="list-style-type: none"> ▶ 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 		

Conditions
<p>Status</p> <ul style="list-style-type: none"> ▶ 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