

Preliminary job information	
Title of Position	DEPUTY HEAD OF MISSION - SUPPORT
Country & City Assignment	NIGERIA, MAIDUGURI
Direct Link	HEAD OF MISSION
Duration of the Mission	12 months
General information on the mission	
Context	
<p>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 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 21 countries – in Africa, Asia, Middle East, and Europe.</p> <p>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.</p>	
<p>General Context :</p> <p>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. Within this volatile environment, the conflict in the North-East of the country and the linked widespread violence triggered a large scale humanitarian crisis.</p> <p>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.</p> <p>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.</p> <p>Boko Haram uprising:</p> <p>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.</p> <p>Occidental political/military support:</p> <p>In 2015, an occidental military coalition (US, France, British) deployed troops to (Cameroon, Niger, Tchad, Nigeria), with the approval of the governments concerned. Their primary mission is to provide intelligence support to local forces as well as conducting reconnaissance flights. A program is also conduct to transfer military vehicles to the local Armies to aid in their fight against Islamist militants.</p>	

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 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 started its intervention in Nigeria in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in MMC. In parallel, PUI launched an inter-agency logistics platform in Maiduguri, serving around 30 different humanitarian organizations, to enhance humanitarian access in Borno.

In 2018, PUI will strengthen and scale-up its response around 3 areas of focus:

1. Focus 1: Protracted presence of IDPs among vulnerable host communities in MMC: urgent needs of IDPs and Host Communities living in Bolori II
2. Focus 2 : IDPs (protracted presence and newly arrived) and Host Communities living in sub-serviced hard to reach areas (Kukawa LGA)
3. Focus 3: Storage and Transportation Challenges facing the Humanitarian Community

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 synthetized 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 Cameroun, PUI is implementing a project in response to Boko Haram -related displacement in the Extreme North, and in Adamawa. In early 2016. PUI has conducted an assessment in Maiduguri which confirmed the emergency of the humanitarian situation and the need for

a rapid intervention in order to address primary needs of people affected by the conflict in this area, especially those who had not received any assistance.

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in MMC. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CIAA/CDC, in line with PUI's global strategy. In 2018, PUI will further develop its comprehensive response by adding Outreach/Protection and WaSH to the existing country program in Bolori II, and will scale up its intervention with the opening of Kukawa LGA base, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community. The same donors will support the 2018 intervention.

In parallel, PUI is supporting the coordination mechanisms and is running the common logistics platform for all humanitarian actors funded by the logistics cluster (WFP) since 2016, and the partnership has been renewed to this date.

Configuration of the Mission

BUDGET FORECAST 2018	15 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	30
NUMBER OF NATIONAL STAFF	~250
NUMBER OF CURRENT PROJECTS	4 + 3 under finalization
MAIN PARTNERS	ECHO, OFDA, CDC, CIAA, WFP, FFP, UNICEF
ACTIVITY SECTORS	Food Security (Cash) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach

Job Description

Overall objective

The Deputy Head of Mission ensures the daily functioning of the mission, is responsible for the successful operation of programs by overseeing and ensuring quality and efficient support services, and reports to the Head of Mission, in whose absence the Deputy may provide interim coverage.

Tasks and responsibilities

- Administrative / Legal Follow up:** He/she is responsible for ensuring compliance of PUI with Nigerian laws and Regulations and is the focal point for all interactions with Nigerian Authorities at Federal Level. He/she is responsible for the registration of PUI with all relevant authorities at Federal level and for the follow up of registration at state level.
- Support to “Out of Borno” and International Procurement:** He/she in link with the logistics coordinator and the relevant technical coordinator follows and support the procurement, clearance and shipping of supplies to Borno state PUI bases.
- Support departments oversight:** He/She provides oversight of all PUI Nigeria support functions (Logistics, Administration, Finance, Human Resources) and ensures smooth, coordinated operations, finding synergies and improvements where possible
- Logistic monitoring:** He/She ensures that current logistics procedures follow PUI standards and formats, and are in accordance with donor rules and regulations, overseeing and implementing an effective and efficient supply chain
- Administrative and financial monitoring:** He/She ensures that current administrative and financial procedures follow PUI standards and formats, and are in accordance with donor rules and regulations.
- Human Resources:** He/She supervises the Logistics Coordinator, Administration/Finance Coordinator and HR Coordinator. He/She ensures that Human Resources department provides fitted human resources on a timely manner, and conduct HR follow-up in accordance with the local regulations and PUI guidelines
- Security:** He/She assists the Head of Mission in analysis and management of mission security.
- Relationship with headquarters:** He/She assists the Head of Mission in effectively circulating information between headquarters and the field, and ensures compliance with deadlines.
- Representation:** He/She assists the Head of Mission in representing the organization to partners, donors and various authorities.

Specific objectives and related activities

1. ADMINISTRATIVE / LEGAL FOLLOW UP

- ▶ He/she is the focal point for all elements related to official registration(s) of PUI in Nigeria. Is responsible for updating PUI official registrations, reporting on them to the coordination team and negotiating registrations with Nigerian authorities on behalf of the HoM.
- ▶ He/she is the focal point for all elements linked to legal aspects of PUI operations in Nigeria and is the main interlocutor of PUI Legal Advice in the country in link with the Logistics, Finance and HR Coordinators.
- ▶ He/she is the focal point for all authorities' reporting elements
- ▶ He/she, in direct collaboration with the Finance, HR and Logistics Coordinators, is the focal point in terms of defining internal systems in compliance with legal/financial/administrative laws and regulations of Nigeria
- ▶ He/she is the focal point of PUI Legal Advice and ensures positive relation, follow up according to the mission needs.
- ▶ He/She is responsible for the production of guidelines, processes and tools related to the administrative management of the mission in direct link with the HoM, the HR/Finance/Logistics Coordinators and the other coordinators of the mission

2. INTERNATIONAL STAFF ADMINISTRATIVE MANAGEMENT IN LINK WITH THE HR COORDINATOR

- ▶ Under the supervision of the HoM he/she is responsible for coordinating the arrivals, departures, briefings and debriefings of the mission's International Staff
- ▶ In link with PUI HQ, the bases and the coordination teams he/she makes sure that arrival/departure plannings and related logistics and administrative elements are properly managed
- ▶ He/she is responsible for the oversight of all administrative matters linked to International Staff travel (ticketing, visas,...)
- ▶ He/she is responsible, in link with HQ, for the validation, organization and logistics support to leaves / R&R... of international staff
- ▶ He/She is responsible for the production of guidelines, processes and tools related to the administrative management of international staff at mission level in direct link with the HoM, the HR Coordinator and the other coordinators of the mission

3. PROVIDE OVERSIGHT AND COORDINATION OF MISSION SUPPORT FUNCTIONS

- ▶ He/She ensures the smooth functioning of each support department for the mission; Logistics, Administration, Finance, Human Resources
- ▶ He/She coordinates the tasks of each support department to ensure efficiency and effectiveness
- ▶ He/She proactively searches for synergies and improvements for the departments under his/her responsibility to increase the quality of support to programmes departments, proposing such to the Head of Mission when appropriate

4. ENSURE LOGISTIC MONITORING OF THE MISSION

- ▶ He/She ensures that PUI logistics procedures (procurements, storage, vehicle fleet management . . .) are in place and monitored.
- ▶ He/She ensures that a procurement plan (in compliance with the format as well as PUI and donor rules/regulations) is prepared for each project and updated accordingly.
- ▶ He/She supervises infrastructures and all mission equipment (vehicles, computer hardware, office automation equipment, television and radio equipment) and oversees their successful allocation
- ▶ He/she is responsible for the oversight of transportation of all commodities to PUI Borno bases from international or national sources outside Borno
- ▶ He/She participates - with logistics, program managers, and technical managers - in analysis of budget monitoring for each project and supervises preparation of expenditure estimates.

5. ENSURE ADMINISTRATIVE AND FINANCIAL MONITORING OF THE MISSION

- ▶ He/She ensures that PUI administrative procedures (finance, monitoring personnel...) are in place and monitored.
- ▶ He/She participates - with logistics, program managers, and technical managers - in analysis of budget monitoring for each project and supervises preparation of expenditure estimates.
- ▶ He/She oversees the effective implementation of Budget Follow Ups, Financial Follow Ups, and Cash Management

6. HUMAN RESOURCES - TRAIN AND SUPERVISE TEAMS

- ▶ He/She supports the HR Coordinator in proposing new job descriptions to the Head of Mission for confirmation.
- ▶ He/She supports the HR Coordinator and assists in completing training of expatriate and local personnel (organizational, methodological, possibly technical support, organization for training . . .) and recommends internal or external training programs.
- ▶ He/She oversees the implementation of PUI Nigeria's HR Strategy in order to encourage and support internal and professional development of both local and expatriate staff alike
- ▶ He/She carries out interview assessments of expatriates and disseminates findings to the Head of Mission.

7. ASSIST HEAD OF MISSION TO ENSURE SECURITY OF ASSETS AND PERSONS

- He/She ensures efficient data-collection security, their analysis and appropriate dissemination of alerts or important information
- He/She may act a back up Security Focal Point for bases or the mission in the absence of the Head of Mission

9. ENSURE PUI REPRESENTATION

- At the request of the Head of Mission, he/she represents the organization locally to donors, NGOs, International Organizations and local authorities, and reports interview findings to the HoM.
- He/She participates as an active member in coordination meetings.

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ► Bachelor in International relations, Political Sciences or related field 	<ul style="list-style-type: none"> ► Project management ► Training in Agro / Watsan / public health / Foodsec / Others ► Financial management ► Human Resources Management ► Logistics and security
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ► Humanitarian ► Minimum of 2 years in a core support function; Logistics; Finance; Administration; HR ► Successful experience in expatriate team management and multisectorial programs 	<ul style="list-style-type: none"> ► Project evaluation experience ► Experience with PUI ► Experience in security management ► Even more of an asset is knowledge of medical programs, Agro, Routes
KNOWLEDGES AND SKILLS	<ul style="list-style-type: none"> ► Excellent writing skills in English ► Detailed knowledge of donors (ECHO, OFDA, CDC, WFP, UNHCR...) ► Good knowledge of Lake Chad region/crisis 	Excellent writing skills in French
LANGUAGES	X (Mandatory)	X
SOFTWARE	X	

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

- Leadership and ability to make decisions
- Ability to be assertive, if necessary
- Ability to analyze (judgment, practicality) and to synthesize
- Ability to adapt
- Organization, discipline, and compliance with deadlines
- Outstanding ability to listen and negotiate
- Good interpersonal and communication skills
- Calm and composed
- Ability to work under stress in general, and in emergency situations in particular

Proposed terms

Status

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

Compensation

- **MONTHLY GROSS INCOME:** from 2,420 up to 2,750 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