

## Preliminary Job Information

<b>Job Title</b>	<b>HEAD OF MISSION</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA – MAIDUGURI (WITH FREQUENT MOVE TO ABUJA)</b>
<b>Reports to</b>	<b>DESK MANAGER</b>
<b>Duration of Mission</b>	12 months

## 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 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 6 million people in 22 countries – in Africa, Asia, Middle East, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI opened its Nigerian mission in 2016. PUI is also assisting the Nigerian refugees in Cameroon.

### General Context :

With the biggest population in Africa, (between 178 and 200 million inhabitants), 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 mixed with a federal mechanism make it a real powder keg. Within this volatile environment, the conflict in the North-East of the country (states of Borno, Adamawa and Yobe) and the linked widespread violence triggered a large scale humanitarian crisis.

### The conflict in the North-East

Boko Haram was created in 2001, with activity related to social actions and schooling. Over the years, the group started an armed rebellion against the government of Nigeria. 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 while still in police custody. This was the beginning of the radicalization of the movement and of the conflict still affecting the area in the present days. In 2015, the Nigerian army received the support of an occidental military coalition (US, France, British). The same year, Boko Haram pledged allegiance to ISIS and ended up divided into two branches: ISWAP (linked to ISIS) and JAS (the historical branch).

This ongoing conflict 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.

### Humanitarian consequences:

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State 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.

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. Around 60% 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

The main programmatic objectives of the mission for 2019 can be synthesized as follows:

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Monguno City and newly accessible LGAs through an integrated approach
- Stabilize 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)
- Develop a mid-term to long-term strategy for Maiduguri area, integrating livelihood approaches and exit strategies from emergency programming

## 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 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 Maiduguri. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II Ward 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 Monguno 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 are supporting the 2018 intervention.

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

## Configuration of the Mission

<b>BUDGET FORECAST 2019</b>	<b>15 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICES)</b>
<b>NUMBER OF EXPATRIATES</b>	34
<b>NUMBER OF NATIONAL STAFF</b>	~300
<b>NUMBER OF CURRENT PROJECTS</b>	6
<b>MAIN PARTNERS</b>	ECHO, OFDA, CDCS, CIAA, WFP, FFP, UNICEF
<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach

## Job Description

### Overall objective

The Head of Mission is responsible for supervising all PUI's operation within the country. S/He is the first official representative of PUI inside the country. S/He is in charge of the smooth functioning and the evolution of the mission. He defines and/or adjusts the positioning and the country strategy of the organization in comparison to the socio-political and humanitarian context, and leads the operations and development of the response programs accordingly.

### Scope of duties

The Head of Mission direct and shape the strategic positioning of PUI within the country to achieve the organizational vision, mission and objectives.

S/He supervises the programmatic and functional management, as well as the geopolitical environment analysis.

S/He is the first representative of the organization towards Governmental bodies, NGOs, Institutional donors and other stakeholders linked to the PUI activities.

S/He takes a leading role in developing, overseeing implementation, reviewing and monitoring of the Country Humanitarian response and ensuring the same in line with the global strategic positioning/thematic focused sectors of PUI.

S/he promotes the necessary fundraising for ensuring a smooth running of the operations, the grant management as well as the programs' sustainability.

S/he is responsible for overall financial and human resources management of the organizational structure.

## Specific Goals and Related Activities

### 1. STRATEGIC AND PROGRAM DEVELOPMENT OF THE MISSION

- ▶ S/He keeps his/herself informed of changes in the humanitarian and political context of the country and the sub-region.
- ▶ S/He participates in the development of the mission by securing close contact with bilateral and multilateral donors, of whom S/He knows the policy (operational strategy, finance policy, compliance with the associative project of PUI).
- ▶ S/He communicates the mission strategy (in external version) to the donors in order for them to know PUI's activities and positioning.
- ▶ S/He is responsible for the development of the mission. Thus, S/He provides humanitarian monitoring and carries out new assessments as needed
- ▶ S/He may be called for ad-hoc support in the region.

### 2. SAFETY & SECURITY OF GOODS AND PEOPLE

- ▶ S/he ensures that a geopolitical analysis of the situation is produced or at least collected and examined by the Country Mission management team.
- ▶ S/he ensures the PUI's safety & security management procedures and formats are in place throughout the mission.
- ▶ S/he ensures that safety & security plans (for each field office and for the mission) are up-to-date, known to and understood by everyone (expatriates and nationals).
- ▶ S/he ensures that material and personnel resources are sufficient to ensure the optimal safety of the teams, the material and the beneficiaries.
- ▶ S/he ensures that in case of a security incident, the information concerning the incident is communicated, without delay, to the Desk Officer and in accordance with the existing format.
- ▶ S/he ensures that safety & security information is properly collected, analysed and that alerts or important information is effectively communicated (to the Headquarters and the field).

### 3. ENSURING PROGRAMMES ARE PROPERLY CARRIED OUT AND SUGGESTING NEW OPERATIONS

- ▶ S/he ensures that programmes are properly carried out (targets, monitoring of indicators, respect of activity schedules, budgetary follow-up and contractual reports, etc.)
- ▶ S/he alerts the Desk Officer and the Program Coordinator in cases where there is a delay associated with a programme and suggests changes which could be made (in terms of activities, operation area, budget, schedule by which the programme is carried out, etc.).
- ▶ S/he establishes a formal coordination system on the field (inter-departmental meetings, reports, etc.) and ensures that this coordination system is implemented on each base.
- ▶ S/he suggests new operations and has them authorized by the Desk Officer before submitting them to donors. The documents associated with these new operations should be complete, should respect PUI's internal procedure, should follow the Donor's template and shall be sent to the Headquarters for validation. S/he makes sure that the aforementioned documents subscribe to PUI's mandate and to its operation policy and are in accordance with the strategy of the mission.
- ▶ When new operations are outlined, S/he ensures that operational means are well defined in order to allow for the programme and its subsequent monitoring to be well carried out.
- ▶ S/he initiates, organizes and ensures that the mission strategy is prepared, in coordination with expatriate and local teams as well as with the Headquarters.
- ▶ S/he ensures that departmental action plans are effectively carried out and monitored and are on track to achieve the results defined within the framework of the mission programming.

### 4. ENSURING THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF THE MISSION

- ▶ S/he gives his/her consent for local aid purchases and submits some purchase requests to the Desk Officer for approval (in accordance with internal and donors rules).
- ▶ S/he ensures that the PUI's logistical procedures (or those of the donor if they are stricter) are in place and monitored, especially for supplies, stock, management of the car park, etc.
- ▶ S/he ensures that a procurement plan (which respects the PUI's and the donor's format and rules) is prepared for each project and that it is updated as purchases are made.
- ▶ S/he supervises infrastructure and the entirety of the equipment on the mission (vehicles, IT equipment, office equipment, radio-communication and telecommunication equipment) and ensures they are properly utilized.
- ▶ S/he ensures that the PUI's administrative procedures (finance, HR, etc.) are in place and monitored.
- ▶ S/he is responsible for general cost optimization and ensures the financial supply of the mission (transfer requests, mission fees and payment of suppliers).
- ▶ S/he ensures that the mission's accounting is sent to the Headquarters within the agreed timeframe.
- ▶ S/he ensures that the administration produces budget follow-ups for each project, that these follow-ups are made available and analyzed with the logistics department, program managers and technical managers.
- ▶ S/he informs the Headquarters of donors' transfers which are received on the field.
- ▶ S/he ensures that PUI respects national law (right to work, taxes, etc).
- ▶ S/he ensures that PUI is registered in the country of operation.

#### **5. ENSURING THE TECHNICAL MONITORING OF THE MISSION**

- ▶ S/he ensures the respect of technical practices, in conformity with the mandate and operation policy of the association by guaranteeing a permanent connection between the different medical coordinator/officers and technical coordinator/officers with their counterparts at the Headquarters.
- ▶ S/he ensures that the strategy of the mission and the programmes respects technical regulation of the association.

#### **6. ENSURING THE REPRESENTATION OF PUI**

- ▶ S/he represents the association locally amongst donors, NGOs, International Organizations and local authorities and reports representation action to the Desk Officer in his/her periodical report, or ad-hoc when necessary.
- ▶ S/he participates in important coordination meetings and is an active attendee of these meetings.
- ▶ S/he is responsible for external communication in general and for contacts with the media.
- ▶ S/he may be called to travel within the region to meet PUI's partners.

#### **7. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION**

- ▶ S/he keeps his/herself informed of changes in the humanitarian and political context of the country and the region.
- ▶ S/he participates in the development of the mission by securing close contact with bilateral and multilateral donors, of whom S/he knows the policy (operation strategy, financing policy and modalities, in compliance with the Associative Project of the PUI).
- ▶ S/he communicates the Mission Strategy (in external version) to the donors so that they know PUI's activities and positioning.
- ▶ S/he is responsible for the development of the mission. Thus, S/he ensures humanitarian supervision and launches new assessments in accordance with needs.
- ▶ S/he may be called for ad-hoc support in the region.

#### **8. RELATIONS WITH THE HEADQUARTERS**

- ▶ S/he is the main link between the Headquarters and the mission.
- ▶ S/he sends internal and external reports to the Headquarters, respecting internal validation timeframes (sitrep, accident report) and external contractual due dates (project reports).
- ▶ S/he has security plans validated by the Desk Officer and consults him/her for any decision concerning security.
- ▶ S/he regularly takes stock of each expatriate team member and defines his/her needs in terms of positions to fill (timing, profile, personality, etc.) with the HR manager.
- ▶ S/he ensures information from the Headquarters is circulated on the field and vice versa (monthly and ad-hoc sitrep).
- ▶ S/he participates annually to the Missions' Week at the Headquarters, where s/he makes improvements and development suggestions for PUI.
- ▶ S/he ensures the link between the mission's medical coordinator and the medical department at the Headquarters.

#### **Focus on top priority activities related to the context of the mission**

- ▶ Comprehension of the context (Security and displacement of persons)
- ▶ Ensure PUI notoriety in the country
- ▶ Develop projects according to PUI strategy in country

#### **Managerial relationships**

- ▶ Under the direct management of: HQ Desk Manager
- ▶ Under the indirect supervision of: HQ Director of Operations
- ▶ Manage directly: Head of Prog, Security Advisor, Field Coordinator, Logistic Coordinator, Finance & Administrative Coordinator, HR Coordinator.
- ▶ Manage indirectly (supervise): Technical Coordinators, Project Managers, Support Services Managers, Monitoring & Evaluation team, Grant & Reporting Officer.
- ▶ Functional relations with: HQ Desk Program Officer, HQ Desk Finance Controller, HQ Desk Logistic Referent, HQ Desk Technical Referents, HQ Desk HR Referent

## Required Profile

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>		<ul style="list-style-type: none"> <li>▶ Project management</li> <li>▶ Education in Agriculture/Watsan /Public Health/Psychosocial</li> <li>▶ Financial Management</li> <li>▶ Human Resource Management</li> <li>▶ Logistics and Security</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ <b>Min. 3 years of humanitarian experience</b> in project co-ordination.</li> <li>▶ Successful experience in expatriate team management and multi-sector programmes.</li> <li>▶ Experience in security management</li> <li>▶ Previous experience as Head of Mission in an NGO or OSI</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience with PUI</li> <li>▶ Experience in project progression.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Excellent writing skills</li> <li>▶ Team management</li> <li>▶ Project management</li> <li>▶ Detailed knowledge of the donors (OFDA, ECHO, UN agencies, EuropeAid, AAP...)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ability to work in unstable circumstances.</li> </ul>
<b>LANGUAGES</b>	<b>Mandatory</b>	x
<b>SOFTWARE</b>	X	
<b>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</b>		
<ul style="list-style-type: none"> <li>▶ Leadership skills and the ability to make decisions</li> <li>▶ Trustworthiness and a sense of responsibility</li> <li>▶ Charisma and the ability to awake enthusiasm for the work the project involves</li> <li>▶ Ability to use authority, when necessary</li> <li>▶ Analysis and synthesis abilities (discernment, pragmatism)</li> <li>▶ Ability to adapt</li> <li>▶ Organisational skills, ability to be thorough and respect due dates</li> <li>▶ Strong listening and negotiation skills</li> <li>▶ Good people and communication skills</li> <li>▶ Ability to remain calm and level-headed</li> <li>▶ General ability to resist stress and particularly in unstable circumstances</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>▶ <u>Mobility</u>: Extensive travel may be required</li> </ul>		

## Proposed terms

<b>Status</b>
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYEE</b> with executive rank on Fixed-Term Contract</li> </ul>
<b>Compensation</b>
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME</b>: from 3190 up to 3 520 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
<b>Benefits</b>
<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 LEAVE POLICY</b> : 5 weeks of paid leave per year + return ticket every 6 months</li> </ul>