

Preliminary job information

Job Title	FIELD COORDINATOR
Country & Base of posting	NIGERIA – MONGUNO
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM (RENEWABLE)

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 2018 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 Monguno 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 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

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

Job Description

Overall objective

Under the supervision of the Head of Mission, and through delegation of his/her authority, the Field Coordinator has the overall responsibility for the proper implementation and operational direction of PUI's projects/programs in his/her geographical area of intervention. The Field Coordinator also monitors the context to ensure programming is relevant and responsive to priority needs. In this capacity, the Field Coordinator is also responsible for representing PUI publically at the field level, including in coordination fora, with other agencies, and for providing the direct link in communications between the Field Team and the Country team. Lastly, the Field Coordinator provides security management of his geographical area and ensures all safety and security measures, including contingency plans and standard operating procedures.

Scope of duties

The Field Coordinator has responsibility for the overall timely delivery of PUI's programs portfolio in his/her geographical areas of operations (including the sub-offices).

The Field Coordinator with the support of the operational/technical coordinators concerned has overall responsibility for proper delivery of programs and the smooth running of support services in his/her geographical area of intervention. He/She also has the delegation of the Head of Mission for the safety and security of good and people under the responsibility of PUI in his/her area of intervention.

The Field Coordinator is at the source of program development and operational positioning in his/her geographical area of intervention, in line with PUI country strategy and in conjunction with programmatic and operational technical coordinators.

The Field Coordinator, as member of the Country Management Team contributes to the fulfilment of the aims and objectives of PUI's presence in the country through other tasks as required and/or directed by the Head of Mission.

Specific Goals and Related Activities

1. ENSURE THE SAFETY OF PROPERTY AND PEOPLE OF THE BASE

- ▶ He/She ensures that the safety plan for the base is up-to-date, and that everyone knows and understands it (both international and national staff). He/she has to develop contingency security plans for special circumstances like elections
- ▶ He/She ensures data collection relative to the safety on his/her field of operations, provides analyses, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ He/She verifies that the material and human resource means at his/her disposal are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.
- ▶ He/She is in charge of supervising the work of the Security and Liaison Officer. He/She ensures that this staff has all the necessary tools to create and maintain good relationship with local administrative or security stakeholders.

2. ENSURE THE IMPLEMENTATION OF PROGRAMS AND PROPOSE NEW INTERVENTIONS

- ▶ He/She ensures the smooth running of ongoing programs on the base (meeting of objectives, respecting time-lines, budgetary monitoring, contractual reporting...) and reports to his/her immediate supervisor.
- ▶ He/She sets up a formal coordination system, directs it in the field (meetings, written reports...), and reports to his/her immediate supervisor.
- ▶ He/She ensures proper filing of all documents produced in the context of the project(s), and ensures availability of the verification sources mentioned in the proposals.
- ▶ He/She proposes new interventions and discusses them with his/her immediate supervisor.
- ▶ He/She is involved in identifying needs and proposing / leading assessments on the basis of agreed TOR (Terms of Reference) and with endorsement from his/her immediate supervisor.
- ▶ When defining new operational activities, he/she coordinates the work of the relevant technical departments and of the administrative and logistical support teams, with a view to preparing project proposals that are complete, and in line with the donors' formats and internal rules of PUI'.
- ▶ He/She participates in the Strategy development exercise of the mission and present the future plans of the base

3. SUPERVISE TEAMS OF NATIONAL AND INTERNATIONAL STAFF AT THE BASE

- ▶ He/She supervises all national and international staff in the base.
- ▶ He/She guides the work of the internationals in the base, tracks the realization of their objectives, and leads the mid-term and final appraisal exercises.
- ▶ He/She participates in the hiring process, as well as in any decision related to the termination of employment contracts of national staff on the base.
- ▶ He/She ensures compliance with the Internal Rules and Procedures of PUI on the base.
- ▶ He/She makes sure that all national employees are subject to a written appraisal according to the mission's internal regulations

<ul style="list-style-type: none"> ▶ He/She delegates responsibility for the integration of any new employee on the base, and ensures, in particular, that the context of program implementation, safety rules, logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood. ▶ He/She completes training programs for expatriate and local staff (organizational support, methodology, technical support as the case may be organization of training sessions...). ▶ He/She drafts or delegates responsibility for the drafting of job profiles for expatriates about to be replaced or hired and sends them for endorsement to his/her immediate supervisor. ▶ He/She constructs the organizational chart of the base, and has it endorsed by his/her immediate supervisor and the HR Coordinator. ▶ He/She handles the management of interpersonal conflicts that arise on his/her base, and refers the matter to his/her immediate supervisor in the event that he/she is not able to resolve the dispute. ▶ He/She is responsible of PUI reputation in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, with full respect for the local culture.
<p>4. ENSURE LOGISTICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT FOR THE BASE</p> <ul style="list-style-type: none"> ▶ With support from the logistics coordinator, he/she ensures that the needs of the base are met (support, programming) and address these needs to the Admin & Financial Coo each month, while making sure that all donor's and internal procedures are respected, and that commitments are in line with available budgets. ▶ He/She ensures that the base is equipped with the minimum of infrastructure (offices and housing, stores , Pharmacy and hibernation spaces) necessary for the execution of the work and accommodation of teams, in optimal conditions of safety. ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the base. ▶ Regarding budget monitoring, he/she participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to his/her immediate supervisor and to the Admin & Financial Coordinator. ▶ He/She ensures that accounting processes are respected by the admin base department, and communicated to the Admin & Financial Coo according to the agreed calendar. ▶ Together with the Admin & Financial Coo, he/she ensures that a system of internal oversight is in place at the base. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.
<p>5. ENSURE THE REPRESENTATION OF PUI IN THE JURISDICTION COVERED BY HIS/HER BASE</p> <ul style="list-style-type: none"> ▶ He/She represents the organization before local actors, whether they are official or not, and ensures that good relations are maintained with each of them in compliance with PUI's principles of neutrality and independence. ▶ He/She attends main coordination meetings when they take place, and participates actively. ▶ In the event of visits from donors, he/she prepare suitable presentations for the organization and organize the visit. ▶ Ensure the participation of Managers in thematic working groups mainly health , Nutrition, protection and Food
<p>6. ENSURE REPORTING AND DISSEMINATION OF INFORMATION</p> <ul style="list-style-type: none"> ▶ He/She sends the internal and external reports to his/her immediate supervisor while meeting the internal deadlines for endorsement (Situation Report, incident report) and external contractual deadlines (project reports). ▶ He/She organizes the two-way dissemination of information: from the base to the field coordination and from the field coordination to the base (regular and ad-hoc Situation reporting). ▶ He/She participates actively in the consortium meetings and coordination in Kukawa, LGA. ▶ He/She attends internal coordination meetings and participates actively in them and highlight the challenges in these meetings ▶ Ensure base PMTs are submitted to coordination on regular based on agreed date and time
<p>Focus on top priority activities relating to the context of the mission</p> <ul style="list-style-type: none"> ▶ With the direct support from the coordination team, the field coordinator will be managing the effective running of Monguno base including logistics (premises, equipment...), HR (recruitment, induction...), Security (passive security) and systems (internal coordination schemes, external coordination schemes...) elements. . ▶ Over see completion of modification of programs of his area and support full programed launch in Monguno ▶ Establish strong and regular links with communities and authorities focal points in Monguno and in the areas of intervention and strong links with PUI implementation partners (consortium) representatives. ▶
<p>Team Management</p> <p>Number of people to manage and their position (international/national staff)</p> <ul style="list-style-type: none"> ▶ Direct management: <ul style="list-style-type: none"> - Internationals : 5 (Logistics Manager, Administrative Manager, Health Project Manager, Nutrition Project Manager, Protection Project Manager) - Nationals : 2 (Liaison Officer and Monitoring and Evaluation Officer) ▶ Indirect management: <ul style="list-style-type: none"> - Nationals : About 70

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project Management ▶ Training in public health / Agriculture / Water, sanitation / other... ▶ Financial Management ▶ Logistics...
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Experience in security Management ▶ Humanitarian ▶ International ▶ Technical 	<p style="text-align: center;">Min. 1 year</p> <p style="text-align: center;">Min. 3 years (including management of health & nutrition activities)</p> <p style="text-align: center;">Min. 3 years</p>	<ul style="list-style-type: none"> ▶ Food Security and Livelihoods ▶ Protection
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Project Management skills ▶ Team Management Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies ...) 	<ul style="list-style-type: none"> ▶ Management of vehicle fleets, stocks, supply chains...
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	Mandatory	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office 	X	Saga

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

- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Ability to withstand pressure
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ Ability to represent the activities and the mandate of PUI before local authorities
- ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- ▶ Strong listening and negotiation skills
- ▶ Good people and communication skills
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and particularly in unstable circumstances

Others

- ▶ Mobility: Extensive travel may be required
- ▶ Ability to work in volatile / secluded deep field locations
- ▶ Ability to manage teams remotely

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 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