

JOB DESCRIPTION

Preliminary job information

Job Title	DEPUTY FIELD COORDINATOR FOR PROGRAMS
Country & Base of posting	NIGERIA – MAIDUGURI BASE
Reports to	MAIDUGURI BASE FIELD COORDINATOR
Duration of Mission	9 MONTHS MINIMUM (12 MONTH COMMITMENT)

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 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 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 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 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 2018	19 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 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 Logistics Support
EXPATRIATE TEAM ON-SITE	15 MILLION EUROS

Job Description

Overall objective

The Deputy Field Coordinator for Programs (DFCP) ensures at base level the smooth and qualitative implementation of PUI's programs in Maiduguri Metropolitan Council. She/He is also in charge of proper reporting to the donors supporting the Programs.

Tasks and responsibilities

Under the supervision and line management of the Field Coordinator, the DFCEP is responsible at base level for the direct supervision of the Project Managers in charge of conducting the different projects within Maiduguri MC.

- ▶ **Program supervision:** He/She coordinates the project teams and ensures the operational and qualitative aspects of the programs are put into practice properly (monitoring of objectives, respecting due dates and budgetary provisions, quality control, synergy of the teams) according to the contractual documents and in line with PUI policies and procedures.
- ▶ **Management:** He/She will be the direct line manager of the 4 Project Managers in this base and will ensure that appropriate support and capacity building is brought by the senior managers of the programs.
- ▶ **Logistics and Administration:** He/She will support the PMs with their logistics and administrative planning of the projects in link with all support Departments
- ▶ **M&E and Reporting:** He/She supports the project teams in the development and implementation of effective monitoring tools and is strongly involved in reporting activities. While also coordinating with MEAL teams to facilitate monitoring and evaluation activities.
- ▶ **Strategy:** He/She will ensure that the programs developed are in line with PUI mandate and strategy, and will propose new interventions according to the evolution of the humanitarian situation in the region and based on accurate needs assessments at field level.

Specific objectives and linked activities

1. PROGRAMS SUPERVISION AND OPERATIONAL IMPLEMENTATION AT FIELD LEVEL

- ▶ He/She fosters the operational development of a strengthened integrated approach in the area of intervention. He/She ensures that tools, processes and communication vectors are relevant to create appropriate coordination and collaboration between the different programs teams.
- ▶ He/She ensures the close link between Technical Coordinators, Grants Officer and MEAL and Project Management teams.
- ▶ He/she guides all the Managers under his/her direct responsibility in achieving project objectives, guarantee the quality of the work done and respect reporting and implementation timelines.
- ▶ He/she provides regular updates of the Program implementation activities and performance to the Field Coordinator and the program coordination team.
- ▶ He/She alerts the Field Coordinator in cases where delays in carrying out programs have been identified and suggests adjustments (in terms of activities, operation area, budget, schedule etc)
- ▶ Identify, assess and analyze needs with the Project Managers and the field teams and make suggestions and recommendations to the Field Coordinator, Head of Mission and Deputy Head of Mission to improve the quality of activities
- ▶ Ensure supervision and close team work between the Project Managers and his/her teams in relation to the proper implementation of activities
- ▶ Monitor that the administrative, logistics and technical procedures linked with the projects are respected by the teams
- ▶ Analyze the logistics and administrative needs for the projects as identified by the Logistician and the Administrator and ensure support services for programs implementation are operating effectively
- ▶ Support the Project Managers with the analysis of budget follow-ups
- ▶ He/She ensures that project teams' practices respect PUI's procedures and formats and are in compliance with the PUI's operational policy
- ▶ Support in monthly reviews of Financial Follow Up (FFU) process / Program Piloting process

2. MANAGEMENT OF THE BASE PROGRAM TEAM

- ▶ He/She will be the direct line manager of Project Managers in Maiduguri ;
- ▶ He/She will ensure adherence to PUI staff regulations and HR policies (Ethical Policies)
- ▶ He/She identifies gaps and needs in terms of project management, and provide support and on-job training to the Project Managers in regards to budget management, report writing, monitoring and evaluation systems, representation, etc.
- ▶ He/She participates in the briefing of Project Managers, and upon request, participate in the recruitment of other key project staff
- ▶ He/She makes sure that technical guidelines validated at coordination level are well implemented by projects teams.
- ▶ He/She performs regularly the appraisals of the Project Managers
- ▶ He/She organizes project meetings when needed, minutes reporting, team communication and team building

3. MONITORING, EVALUATION AND REPORTING

- ▶ Submit monthly situation reporting related to projects to Field Coordinator and coordination team in line with PUI internal project reporting schemes
- ▶ Support the Project Managers in deploying appropriate reporting tools and submit them on a regular basis
- ▶ Under the technical supervision of the Field Coordinator, ensure effective and timely data collection related to the indicators listed in the logical framework
- ▶ Report to the Field Coordinator on meetings, project activities and any other relevant information
- ▶ Participate in the preparation of intermediate and final reports to the donors (the task will be shared with the Grants Officer and the Project Managers according to their capacities and time available)

4. CAPITALIZATION, NEEDS ANALYSIS AND PROGRAMMING STRATEGY

- ▶ He/She fosters capitalization on methodologies, processes and activities in general in direct link with program coordination team
- ▶ He/She analyses data collected by all program teams in a global and integrated perspective of the needs of the supported population.
- ▶ He/She remains alert on Humanitarian needs and technical coordination discussion related to PUI interventions in Maiduguri, but also affecting the general Humanitarian context in North East Nigeria.

- ▶ Collaborating with the Field Coordinator and the MEAL Manager to ensure the development of strong needs and impact analysis processes, including needs assessments, risks analysis, relevant SMART outcomes indicators and adequate sources of verification, and impact evaluation reports.
- ▶ He/She foresees assessment needs in the area of intervention, and pilots the implementation of such assessments.
He/She participates actively in the Programming process of the mission, most especially regarding the programmatic perspectives in Maiduguri MC.
- ▶ He/She works closely with the Field Coordinator and technical coordinators to develop high quality project proposals that are needs-based and evidence driven and include inputs from PUI technical teams and Technical coordinators and all involved external stakeholders (targeted communities, potential partners, government authorities, etc.);

5. REPRESENTATION AT FIELD LEVEL IN TECHNICAL FORUMS

- ▶ He/ She liaises with partners at field level about the technical approaches developed,
- ▶ He/She leads the Bolori II (PUI area of intervention) coordination meeting with partners
- ▶ Initiating at field level technical discussion with other humanitarian stakeholders in order to develop technical advocacy for development and implementation of relevant technical approaches to address optimally the humanitarian needs
- ▶ He/She attends technical coordination fora when technical coordinator cannot attend

Focus on 5 priority activities related to the context of the mission

- ▶ Lead the Bolori II Coordination forum, including regular Coordination meeting, bilateral meeting, comprehensive mapping and contact list.
- ▶ Support the digitalization process of indicator follow-up, data collection, program monitoring
- ▶ Lead development of assessment agenda and needs within the area in coordination with the FC and MEAL team
- ▶ Support on the development of the new country program and grants strategy for 2020-2021
- ▶ Ensure comprehensive capitalization on the current programs

Team management

- ▶ The Deputy Field Co for Programs reports directly to the Field Coordinator (line manager),
- ▶ H/She works in collaboration with (not exhaustive): Deputy HoM for Programs, all sectoral Technical Coordinators (Med Co, FSL Co, Protection Coordinator, MEAL Coordinator), Grants Officer, MEAL Manager
- ▶ Direct management: 4 Project Managers (Nutrition, FSL, Health, Protection).
- ▶ Indirect management (tentative):
 - FSL Team: 2 DPM, 4 Supervisors, 17 Officers
 - Health Team: 3 DPM, around 100 PUI staffs, around 50 MoH staffs, around 15 local workers
 - Nutrition Team: 1 DPM, 4 Supervisors, 16 Officers
 - Protection team: 1 DPM, 4 supervisors, 16 officers

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING		☐ Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences
PROFESSIONAL EXPERIENCE ☐ Humanitarian ☐ International ☐ Technical	☐ Minimum of 3 years in the areas of program development, project management, donor reporting and grant compliance; ☐ Successful experience in team management. ☐ At least 2 years of experience as a Humanitarian Project Manager	☐ Previous experience in managing multi-sector interventions is an asset. ☐ Previous experience in coordination of projects in Consortium is an asset
KNOWLEDGE AND SKILLS	☐ Strong Knowledge of M&E methodology and cycle;	☐ Prior knowledge of the country/region an asset.

LANGUAGES <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other (to be specified)	<input type="checkbox"/> Excellent command in writing and editing documents in English.	<input type="checkbox"/> Command in writing and editing documents in French is an asset.
SOFTWARE <input type="checkbox"/> Pack Office <input type="checkbox"/> Other (to be specified)	<input type="checkbox"/> Strong computer skills essential, including ability to operate Microsoft Word, Excel, database management software, statistical packages, GIS.	

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

- A strong commitment to humanitarian principle and the will to make sure beneficiaries' needs are covered as best as the resources available allow.
- Capacity to delegate and to supervise the work of a multidisciplinary team;
- Strong commitment to support/develop capacity of national staff and developing second layer of leadership;
- Problem solving and leadership skills;
- Proven management ability and inter-personal skills – team player;
- Ability to work autonomously and collaboratively as part of a diverse team and manage a varied workload;
- Proven capacity for analysing and synthesizing comprehensive information and technical data;
- Ability to write and edit reports under deadline pressure;
- Ability to guarantee effective and timely outputs;
- Self-motivated, flexible and adaptable to the needs of the team and organization;
- General ability to resist stress;
- Important organization and rigor skills
- Ability to prioritize while handling multiple tasks;
- Ability to live in large community;
- Ability to work in volatile and secluded contexts.

Conditions**Status**

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

Compensation

- **MONTHLY GROSS INCOME**: from 1 980 up to 2 310 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUJ

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