

## Preliminary job information

<b>Title of Position</b>	<b>HUMAN RESOURCES EXPERT</b>
<b>Country &amp; City Assignment</b>	<b>NIGERIA – MAIDUGURI</b>
<b>Direct Link</b>	<b>DEPUTY HEAD OF MISSION SUPPORT</b>
<b>Duration of the Mission</b>	<b>3 MONTHS</b>

## 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 8 complementary sectors: health, food security, nutrition, protection, rehabilitation and construction of infrastructures, access to water, hygiene and sanitation and economic recovery. PUI is providing assistance to around 7 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) and in order to respond to the health, food security, nutrition and livelihood needs, PUI opened its Nigerian mission in 2016.

### General Context :

With the largest population in Africa (between 178 and 200 million inhabitants), Nigeria is ranked as one of the strongest economy of the continent relying on oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from important development disparities between North and South provinces of the country, social and economic inequalities, and from a high rate of corruption at every level of the economic and administrative systems. Moreover, Nigeria is a very diverse country, hosting multiple ethnic groups and religion.

The on-going conflict in the North-East States of the country (states of Borno, Adamawa and Yobe) and widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence from armed-opposition groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) targeting civilian populations in NE Nigeria. In October 2019, there were 2 019 000 internally displaced persons (IDPs) in the country according to the UNHCR and 7.1 million people were considered to be in a humanitarian emergency situation. Three years of conflict have seriously deteriorated living conditions in Borno, Adamawa and Yobe States and have depressed agricultural production, exacerbating populations' critical needs for life-saving assistance.

### The conflict in the North-East

In 2001, the group called Boko Haram initiated social action and education activities in response to a corrupt state that leaves out a large part of the population. Over the years, the group began to carry out violent actions and to start a real armed rebellion against the government of Nigeria. In 2015, the Nigerian army received military support from neighboring countries (Cameroon, Niger, Benin and Chad) and a Western military coalition (United States, France, United Kingdom) to support their actions against armed-opposition groups in NE Nigeria. In August 2016, a schism was observed between JAS (Jama'atu Ahlis Sunna Lidda'Awati Wal-Jihad - the historical branch) led by the historical member of the group: Abubakar Shekau and ISWAP, the current Caliphate province in West Africa led by Al Barnawi, appointed by Al Baghdadi of Raqqa. Since then, the State of Borno has been under the influence of these two armed groups and civilian populations subject to extreme violence and the devastating consequences of the conflict.

Since 2015, the Government of Nigeria (GoN) and his allies in the Multinational Joint Task Force (MJTF) have retaken control of some of the AOGs' controlled aread, starting with Maiduguri MMC and others towns, but the conflict continues, reducing humanitarian actors' access to civilians. This large-scale violence in north-eastern Nigeria and on its borders is causing massive internal displacement, particularly in Borno State, and has resulted in one of the world's largest protection crises, in which civilians face serious risks to their lives, safety, well-being and human rights.

### **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.

In 2019, AOG's areas of influence increased, while military reach decreased in the Northeast, according to INSO. Many LGAs are empty because people have fled to towns where there is a military presence.

OCHA has estimated that 800,000 people are still in inaccessible areas; these are arguably the most vulnerable populations. About 55% of the displaced are children, and the number of women and child-headed households is increasing as male heads of household have either disappeared, been killed or are afraid to return to their families. Sexual and gender-based violence (SGBV) is prevalent, and many people have suffered the trauma of violent experiences. Given the active hostilities between various groups, reduced access to basic services, disruption of livelihoods and increased attacks by armed groups against civilians, internal displacement is not expected to slow down. Finally, given the recent deterioration in the overall security and humanitarian situation, further influxes into the security zones are still expected in the coming year. Millions of people in north-eastern Nigeria depend on humanitarian assistance for survival. Despite significant improvements in 2017 and 2018, the food security and nutrition situation remains fragile in the north-east, with almost 3 million people in the BAY states in need of food aid in September 2019. More than 5 million people are in need of health assistance, as two thirds of the health facilities in the BAY states have been damaged by the conflict. Basic survival needs are compounded by barriers to access and security. Humanitarian access is often impeded or restricted due to ongoing hostilities, threats of attack, improvised explosive devices and unexploded ordnance, and impassable roads and bridges. The humanitarian community also faces movement restrictions imposed by parties to the conflict. Many areas in Borno State are considered high-risk areas for humanitarian actors, limiting access to vulnerable communities.

In determining the scale of the response for 2019 (over US\$1 billion in consolidated appeals), humanitarian partners agreed to focus on those states assessed as most affected by violent conflict, destruction of infrastructure, massive displacement, ongoing insecurity and related factors. The most critical areas in need of humanitarian assistance are in Borno, Adamawa and Yobe States, where millions of people are in urgent need of life-saving assistance.

This conflict and the lack of basic services that preceded it have created acute humanitarian and protection needs for those affected by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Recent studies reveal severe acute malnutrition rates and very high food insecurity for people in the north-eastern part of the country in Borno State. Some landlocked geographical areas may even face starvation.

### **PUI's strategy/position in the country**

For the year 2020 our operational strategy is based on the following objectives :

- Increase basic humanitarian assistance coverage to those in need within Borno State
- Contribute to developing a deeper understanding of the humanitarian needs within communities
- Food and nutrition insecurity is reduced for crisis-affected populations
- Self-reliance is strengthened within accessible and safe regions
- The overall protection environment of targeted communities is enhanced
- Vulnerable and conflict-affected individuals with specific protection needs and risks can access specialized protection services
- Contribute to the reduction of morbidity and mortality especially for women, children

And the main programmatic objectives of the mission for 2020 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, Nutrition and Protection activities.
- Further develop the integrated multi-sector response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, MHPSS, WASH... to the response portfolio (either directly or through coordinated approach with external actors)
- Develop the support to vulnerable populations in Monguno, through the continuity of Health, Nutrition and Protection projects

<b>History of the mission and current programs</b>	
<p>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 CDCS, in line with PUI's global strategy. In 2020, PUI will further develop its comprehensive response in Maiduguri and Monguno, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community.</p>	
<b>Configuration of the Mission</b>	
<b>BUDGET ESTIMATE 2020</b>	<b>16.2 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	21
<b>NUMBER OF NATIONAL STAFF</b>	350
<b>NUMBER OF CURRENT GRANTS</b>	4
<b>MAIN PARTNERS</b>	ECHO, USAID/OFDA, USAID/FFP, WFP
<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) and MHPSS Nutrition Protection Logistics

<b>Job Description</b>
<p><b>Overall objective</b></p> <p>Under the line management of the Deputy Head of Mission Support (DHoMS), the HR Expert is responsible for building the capacities of the HR Coordinator on his/her relevant tasks and responsibilities.</p>
<p><b>Tasks and responsibilities</b></p> <ol style="list-style-type: none"> <li><b>Capacity needs assessment:</b> S/He is responsible for assessing the needs, designing and scheduling the capacity building plan of the HR Coordinator</li> <li><b>Capacity building :</b> s/he prepares, plans and organizes training and coaching session for the HR Coordinator</li> <li><b>Technical support in HR Management:</b> s/he provides support to the HR Coordinator in handling the priority activities of the HR department</li> </ol>
<p><b>Specific objectives and linked activities</b></p> <ol style="list-style-type: none"> <li><b>DEFINE A CAPACITY BUILDING PLAN FOR THE HR COORDINATOR</b> <ul style="list-style-type: none"> <li>S/he identifies the capacity building needs of the HR Coordinator, design and schedule the capacity building plan according to HR Department priorities</li> </ul> </li> <li><b>IMPLEMENT THE CAPACITY BUILDING PLAN DEFINED</b> <ul style="list-style-type: none"> <li>S/he elaborates and conduct trainings and provide individual coaching to the HR Coordinator as defined under the capacity building plan</li> <li>S/he monitors the implementation of the capacity building plan and its impact and report to the Deputy Head of Mission Support accordingly</li> <li>S/He adjusts the capacity building plan according to needs that may arise</li> </ul> </li> </ol>

### 3. PROVIDE TECHNICAL SUPPORT ON SPECIFIC TOPICS

In addition of the daily tasks and responsibilities of the HR Coordinator, the HR Expert support the HR Coordinator on the following topics:

- ▶ HR monthly report writing
- ▶ Setting up the HR audit and follow up for compliance, systems and processes implementation across the mission
- ▶ Elaborating and implementing a nationalization process for the identified positions
- ▶ Developing a capacity building plan for the mission based on the needs assessment
- ▶ Designing, improving or adjusting necessary tools applicable for the use of HR Department and according to the context of the mission
- ▶ Finalizing pending policies, procedures and guidelines (internal mobility, performance bonus, daily worker policies etc.)
- ▶ Implementation of HR policies and procedures and guidelines
- ▶ Organizing fresher and refresher session policies, code of conduct, PSEA, Child protection and reporting mechanisms
- ▶ Working closely with managers to sensitize and cascade the Ethical framework and HR policies to Volunteers, consultant and permanent daily workers
- ▶ Defining and implementing HR archiving nomenclature

### Team management

Indirectly and in collaboration with the HR Coordinator :

- HR Assistant
- HR Clerk

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ University degree in Human Resources Management, Administration or a related field</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Minimum 2 years of experience as as HR Coordinator at country level (NGOs and/or private companies)</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Strong written and verbal communication skills</li> <li>▶ Ability to multitask : focusing on similar activities at the same time and Strong technical skills such as communication skill, scheduling skill, organizational skill, training and development skills. Ability to develop and implement a capacity building plan: assess capacity needs, formulate, implement and evaluate a capacity development response,</li> </ul>	
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ English</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>X Mandatory:</b> Excellent command in writing and editing documents in English.</li> </ul>	

<p><b>SOFTWARE</b></p> <p>Pack Office</p> <p>Other (to be specified)</p>	<ul style="list-style-type: none"> <li>▶ Good knowledge of the MS office software including Word, Outlook. Excellent in Excel.</li> <li>▶ Good skills in reports and contracts redaction</li> <li>▶ Knowledge of humanitarian actors</li> </ul>	
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### Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Ability to guarantee effective and timely outputs;
- ▶ Good communications skills for public presentations;
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;
- ▶ 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; pedagogical skills
- ▶ Proven management ability and inter-personal skills;
- ▶ Excellent communication and diplomacy skills to manage relationships in potentially tense situations
- ▶ Great sense of confidentiality

## 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 LEAVE POLICY** : 5 weeks of paid leave per year + return ticket every 6 months