

Preliminary Job Information

Job Title	HEAD OF MISSION IN MAIDUGURI
Country & Base of posting	NIGERIA – MAIDUGURI (WITH FREQUENT MOVE TO ABUJA)
Reports to	DESK OFFICER
Duration of Handover	10 days
Duration of Mission	12 months (renewable upon funding)

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 in average 190 projects by 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

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.

Prerequisite of Nigeria:

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.

Historical and North East statehood:

The current Nigeria is an agglomeration of both the Northern and Southern protectorate, which were amalgamated in 1914, only about a decade after the defeat of the Sokoto Caliphate and other Islamic states by the British which were to constitute much of Northern Nigeria. In those days, Cameroon, the eastern bordering country, was divided in French and British parts. Following a plebiscite in 1961, the Northern Cameroons opted to join Nigeria. The territory concerned made up much of what is now Northeastern Nigeria, and a large part of the areas affected by the North insurgency.

Borno State Insurgency's origins:

Boko Haram (Jamā'at Ahl as-Sunnah lid-Da'wah wa'l-Jihād -> "People Committed to the Prophet's Teachings for Propagation and Jihad") was officially founding in 2002. Boko Haram conducted its operations more or less peacefully during the first seven years of its existence. During that period, the government reportedly repeatedly ignored warnings about the increasingly militant character of the organization.

Boko Haram uprising:

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.

Escalating conflict:

After the killing of M. Yusuf, the group carried out its first terrorist attack in Borno in January 2010. Since then, the violence has only escalated in terms of both frequency and intensity. In addition of that, in 2012, tensions within Boko Haram resulted in gradual split of the group between a conservative faction named Ansaru, led by Abu Usmatul al-Ansari, and the more dominant, violent faction led by Abubakar Shekau. In 2013, Nigerian governmental has started to apply a state of emergency in North Est Nigeria (Borno, Yobe, and Adamawa) => Nigeria forces launched an offensive in the Borno region in an attempt to dislodge Boko Haram fighters. The offensive had initial success, but the Boko Haram rebels were able to regain their strength. The violence escalated dramatically in 2014, with 10,849 deaths.

Regional/International impact:

In 2014, Boko Haram militants attacked several Nigerian towns in the North and captured them. The insurgency spread to neighbouring Cameroon, Chad, and Niger thus becoming a major regional conflict. This prompted the Nigerian government to launch an offensive, and with the help of Chad, Niger, and Cameroon. In 2015, a coalition of military forces from Nigeria, Chad, Cameroon, and Niger began a counter-insurgency campaign against Boko Haram. The coalition offensive forced Boko Haram to retreat into the Sambisa Forest (South East of Maiduguri City).

Recent developments of the conflict:

By 2015, the Shekau's faction became officially ISIL's West Africa branch (ISWA). Mid 2016, due to internal discord between the IS worldwide leadership and the previous Boko Haram leaders, IS announced that it had appointed Abu-Musab al-Barnawi as the new leader of the group. Shekau refused to accept al-Barnawi's appointment as leader and vowed to fight him while stating that he was still loyal to ISIL's leader Abu Bakr al-Baghdadi. The group has since split into pro-Barnawi and pro-Shekau factions, with reports of armed clashes breaking out between them.

Occidental political/military support:

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 conducted to transfer military vehicles to the local Armies to aid in their fight against Islamist militants.

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 HNO 2017 estimated that some 14 million people are in need of assistance across the six states of the north east. In determining the response for 2017, 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 highest numbers of people requiring humanitarian assistance are located in Borno, Adamawa and Yobe where 8.5 million people are in need of urgent life-saving assistance. The approach of the humanitarian community is to respond to the most life-threatening needs of 6.9 million people in the three most (Borno, Yobe, Adamawa) affected states of North East Nigeria.

PUI's strategy/position in the area

PUI is present in Nigeria since April 2016. The NGO is willing to cover the needs of crisis affected people in Borno State through a comprehensive integrated approach, targeting the people's affected by the crisis with means of subsistence (Food Security & Livelihood), the access to the basic services (Primary Health Care, Nutrition) and the living conditions (Shelter, NFI, WASH, etc.).

Since the most urgent need was (and is still) the food assistance, PUI has starting to intervene within this crisis by providing food aid through Cash Based Interventions to the affected local populations (both IDPs and Host Communities). Now, PUI is extending its activities to other sectors linked to primary needs and/or to the creation of employment and livelihoods.

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. Following the findings of its analysis work, with the support of ECHO and CDC, PUI has positioned itself on two objectives: 1. Providing life-saving assistance (food aid to the IDPs and affected local populations by on-going armed conflict, in Maiduguri / 2. Improving accessibility to community-based protection mechanisms and psychosocial support for the most vulnerable HH of the IDP and local populations affected by the crisis. => 1,825 households have been supported through electronic food vouchers.

PUI has conducted, during July 2016, some complementary rapid needs assessments in Maiduguri and surroundings. In light of this situation, PUI is going to: 1) extend coverage of the most urgent primary needs, to deliver impartial and integrated life-saving assistance to people affected by emergencies; 2) support vulnerable population by restoring access to some primary needs.

Following PUI's integrated approach, a multi-sectorial assistance is structured around the access to food and some other basic services as health, water or sanitation, and the improvement of the habitat conditions in emergency/transitional shelter. This general strategy, in line with 2016 and 2017 HRP, will be applied through the following concrete operational fields: Food Security and Livelihood, Primary Health Care services, Shelter upgrade, WatSan facilities.

In parallel, due to the lack of weaknesses of the humanitarian system, PUI has also decided to support the coordination mechanisms and is currently running the common storage facility for all humanitarian actors funded by the logistics cluster.

This strategy has been until now only implemented in Maiduguri city, but an extension of the response to the crisis in the rural areas is planned for 2017. The first need which will be addressed is food security through in-kind food distributions in reachable rural LGAs.

For 2017, discussions led up or are still on-going for partnerships with OFDA (Health), UNHCR (Shelter Upgrade and NFI), ECHO (Food security & Livelihood), FFP (Food Security), WFP (Food Security), the French Cooperation (Food security & Livelihood), CERF (Food Security) FAO (Food Security and Livelihood) or some others funds from the European Union (Early Recovery and Livelihood).

Configuration of the Mission

BUDGET FORECAST 2017	8 MILLION EUROS
BASES	ABUJA (COORDINATION) ET MAIDUGURI (FIELD OPERATIONS AND SUB-COORDINATION OFFICE)
NUMBER OF EXPATRIATES	20
NUMBER OF NATIONAL STAFF	50
NUMBER OF CURRENT PROJECTS	Under negotiation (but between 5 to 8)
MAIN PARTNERS	ECHO, OFDA, CDC, WFP, UNHCR
ACTIVITY SECTORS	Food Security (Cash and In-kind) Early Recovery and Livelihood Shelters/NFI Primary Health Care and Nutrition
EXPATRIATE TEAM ON-SITE	Coordination (9 staff): HoM (with frequent movements between ABU and MAI); Log Coord; Head of Prog; FSL Coord; Med Coord; Secu Adv; Grants & Reporting Off ; Finances Coordinator; HR & Adm Coord. Field Office (11 staff): Field Coord Borno; Log Borno; Fin & Adm Borno; Food Sec Cash TFT; PM Food Sec. In-kind; Food Sec Distrib Off; PM Health PH; PM Health MHC; PM Nutrition; PM SRH; PM Logistic Support (Storage)

Job Description

Overall objective

The Head of Mission is responsible for supervising all PU'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 examine 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. SUPERVISING LOCAL AND INTERNATIONAL PERSONNEL TEAMS ON THE MISSION

- ▶ S/he supervises all local and international teams on the mission.
- ▶ S/he defines the mission organization chart and submits it for validation to the Desk Officer.
- ▶ S/he may be involved in the recruitment process of the members of his/her team. S/he is informed of every decision to end an employment contract.
- ▶ S/he defines the objectives of each expatriate at the beginning of the mission and checks them regularly during, and at the end of the mission.
- ▶ S/he ensures that each member of staff (local and international) is evaluated at least once during the mission by his/her direct superior.
- ▶ S/he briefs, or has someone else brief, each new member of staff, when they take on the job, on the context, the programmes and the strategies of the mission, as well as safety regulations, logistical and administrative procedures, financial management and human resources and the use of communication means.
- ▶ S/he participates in the training of expatriate or local staff (organizational, methodological and potentially technical support, organization of trainings, etc) and recommends internal or external training actions.
- ▶ S/he prepares, or has someone else prepare, the job descriptions of expatriates who need to be replaced or hired and communicates them in good time to the Headquarters (ideally at the time when a new project proposal is sent to the Headquarters or 3 months before the replacement of an expatriate).
- ▶ S/he is particularly sensitive to managing the team's stress. S/he monitors and authorizes holidays and also mediates potential conflicts, seeking appropriate support in case of an incident.
- ▶ S/he ensures PUI's Internal Regulations are respected.
- ▶ S/he protects PUI's image in the country and thus makes sure the entirety of the staff behaves in a way which is in compliance with the values maintained by the organization and is respectful of the local culture.

5. 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.

6. 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.

7. ENSURING THE REPRESENTATION OF PUI

<ul style="list-style-type: none"> ▶ 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.
<p>8. ENSURING THE SUPERVISION AND DEVELOPMENT OF THE MISSION</p> <ul style="list-style-type: none"> ▶ 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.
<p>9. RELATIONS WITH THE HEADQUARTERS</p> <ul style="list-style-type: none"> ▶ 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.
<p>Focus on top priority activities related to the context of the mission</p> <ul style="list-style-type: none"> ▶ Comprehension of the context (Security and displacement of persons) ▶ Set up Office spaces in Maiduguri and Abuja ▶ Develop projects according to PUI strategy in country ▶ Develop PUI notoriety in the country
<p>Managerial relationships</p> <ul style="list-style-type: none"> ▶ Under the direct management of: HQ Desk Officer ▶ 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 knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING		<ul style="list-style-type: none"> ▶ Project management ▶ Education in Agriculture/Watsan /Public Health/Psychosocial ▶ Financial Management ▶ Human Resource Management ▶ Logistics and Security
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Min. 3 years of humanitarian experience in project co-ordination. ▶ Successful experience in expatriate team management and multi-sector programmes. ▶ Experience in security management ▶ Previous experience as Head of Mission in an NGO or OSI 	<ul style="list-style-type: none"> ▶ Experience with PUI ▶ Experience in project progression.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent writing skills ▶ Team management ▶ Project management ▶ Detailed knowledge of the donors (OFDA, ECHO, UN agencies, EuropeAid, AAP...) 	<ul style="list-style-type: none"> ▶ Ability to work in unstable circumstances.

LANGUAGES ▶ French ▶ English	Mandatory	X
SOFTWARE ▶ Pack Office ▶ Other (to be specified)	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Leadership skills and the ability to make decisions ▶ Trustworthiness and a sense of responsibility ▶ Charisma and the ability to awake enthusiasm for the work the project involves ▶ Ability to use authority, when necessary ▶ Analysis and synthesis abilities (discernment, pragmatism) ▶ Ability to adapt ▶ Organisational skills, ability to be thorough and respect due dates ▶ 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 		
Other		
▶ <u>Mobility</u> : Extensive travel may be required		

Proposed terms

Status

- ▶ **EMPLOYEE** with executive rank on Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 3190 up to 3 520 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