

Preliminary job information

Job Title	BASE HUMAN RESOURCES MANAGER
Country & Base of posting	NIGERIA – MAIDUGURI BASE
Reports to	FIELD COORDINATOR
Creation / Replacement	REPLACEMENT
Duration of Mission	6 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 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 2018	15 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	30
NUMBER OF NATIONAL STAFF	~350
NUMBER OF CURRENT GRANTS	5
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 Protection - Community Outreach
EXPATRIATE TEAM ON-SITE	15 MILLION EUROS

Job Description

Overall Goal

Under the responsibility of the Field Coordinator, the Human Resource Manager is responsible for the management of national staff at base level through the implementation of the Nigerian mission Internal Staff Regulation (ISR) and overall internal rules, guidelines and tools. S/he supports the Human Resources Coordinator in defining and implementing the roll out of the HR pack, ensures legal and administrative support to managers for all Human Resources related matters and actively participates in implementing training and development programs for national staff. S/he actively participates in scaling and recruiting the human resources needs at base level.

Tasks and Responsibilities

- ▶ **Human Resource (HR) Guidelines:** S/he participates to updating the ISR and pertaining guidelines and tools, and is responsible for its proper application at base level, while respecting the legal framework of the country of operation in this regard.
- ▶ **Administrative Oversight and Career Tracking:** S/he is responsible for the administrative management of national teams at base level in close collaboration with the Field Coordinator and the HR Coordinator (recruitment, hiring, remuneration, follow-up, appraisals, training, dismissals...).
- ▶ **Work Organization:** S/he makes recommendations and participates in the rationalization and optimization of the Human Resources of the base.
- ▶ **Risk Analysis:** S/he analyzes risks in relation to HR questions, and issues alerts / recommendations, if necessary.
- ▶ **Internal coordination:** S/he centralizes and disseminates information within the base, in close collaboration with the Field Coordinator and the HR Coordinator, and consolidates activities' internal reporting in that regard.

Specific Goals and Related Activities

1. PARTICIPATE IN THE IMPLEMENTATION OF HR GUIDELINES, TOOLS AND REGULATION AT BASE LEVEL

- ▶ Ensure the dissemination and respect of the HR guidelines and procedures within the base
- ▶ In coordination with the HR Coordinator and the Field Coordinator, organize internal training sessions on HR policies
- ▶ Participate in defining and monitoring the implementation of the HR guidelines and regulations.
- ▶ S/he proposes possible adjustments to HR guidelines in relation to rules, procedures and tools regarding recruitment, remuneration, administrative management, disciplinary measures and individual career development within the organization. S/he works closely with the HR Coordinator on this matter.
- ▶ If requested, participate in reviewing the Salary Grid (benchmark...)
- ▶ In direct link with the Field Coordinator and the HR Coordinator, continually ensure coherence between PUI HR guidelines, regulations and national laws

2. ENSURE ADMINISTRATIVE MANAGEMENT AND PROMOTE CAREER DEVELOPMENT OF NATIONAL STAFF

- ▶ S/he participates in the endorsement of hiring applications, contractual amendments (regardless of the subject: duties, remuneration, working hours, date of termination of contract...), disciplinary sanctions and decisions on dismissals or non-renewal.
- ▶ Ensure appropriateness and coherence between base job descriptions and PUI standard Job Descriptions
- ▶ S/he guarantees that the recruitment procedures are respected and actively contributes to the recruitment (advertisement, applications, and interviews) of all national staff at base level.
- ▶ S/he ensures the transparency of the recruitments and ensures the quality of the references checks.
- ▶ S/he ensures that administrative files of national personnel are duly constituted, and verifies that the documents of salaried employees are in line with work requirements of PUI in the country of operation.
- ▶ S/he draws up the employment contracts of national staff.
- ▶ S/he plans the induction for international and national staff at base level and facilitate the integration of new salaried employees.
- ▶ S/he oversees payroll for the base staff, and ensures the update of the Allocation table in the Financial Follow Up
- ▶ S/he ensures the monitoring of leaves, attendance and overtime.
- ▶ S/he ensures the proper functioning of the staff appraisal process for all national employees of the base.
- ▶ S/he identifies training needs and participates in the process of concretely creating training programs.
- ▶ S/he supports the base managers on all HR relative topics

3. ENSURE THE PROPER WORK ORGANIZATION OF THE BASE

- ▶ S/he participates in the preparation of organizational charts, pays attention to achieving coherence in the composition of teams, as regards distribution of tasks and responsibilities, definition of hierarchical and functional relationships, job titles.
- ▶ S/he is involved in identifying Human Resource needs in the context of drafting project proposals and eventually amendments to those proposals
- ▶ With the support of HR Coordinator and Field Coordinator, s/he proposes improvements to employees' working conditions, proper team sizing and internal organization.
- ▶ S/he ensures the consistency between the organization of the different departments at base level
- ▶

4. ANALYZE AND ANTICIPATE RISKS RELATED TO NATIONAL HUMAN RESOURCES

- ▶ S/he strives to anticipate and prevent social and inter-personal conflicts, and participates in crisis management if necessary, with support of the Field Coordinator and the HR Coordinator.
- ▶ S/he is attentive to the risk of abuse of power (whether this arises among national employees or on the part of an expatriate in relation to national employees, and regardless of the form it takes), and reports any inappropriate behavior to his/her direct supervisor.
- ▶ S/he is responsible for confidentiality and record-keeping of all personnel files (whether staff is onsite or not), for updating of information, and for hardcopy and electronic filing.
- ▶ S/he is proactive in the identification of cultural sensitive topics and ensure the respect of all cultural values at base level
- ▶ S/he ensures the management of the disciplinary issues at base level, and reports all disciplinary cases to Field Coordinator and HR Coordinator

5. ENSURE DISSEMINATION OF INFORMATION, COORDINATION, AND REPRESENTATION ON HR MATTERS

- ▶ S/he ensures effective dissemination of information to the base teams.
- ▶ S/he compiles the monthly HR report and submits to the Field Coordinator and the HR Coordinator on a monthly basis
- ▶ At base level, S/he is PUI's representative before the employees for all matters related to Human Resources, with support of the HR Coordinator; in this regard, S/he makes sure to notify national teams and base managers of any decisions or changes in rules or procedures, and ensures that all necessary explanations are provided, so as to facilitate adoption of these changes.
- ▶ Externally, s/he represents PUI before legal, tax, and administrative authorities (Labor Inspectorate, Tax Office, Collection agencies...) by delegation of the Field Coordinator. S/he also develops and maintains relationships with partnership institutions on matters related to administration, donors and Human Resources, notably in the context of the NGO coordination forum. S/he ensures efficient flow of information to the HR Coordinator, Field Coordinator; to the Program and Support teams S/he attends internal meetings whenever required at base level and participates actively to them.

6. MANAGE THE BASE HR TEAM

- ▶ S/he participates in the design of the base HR team set-up and size according to the support needs of the base.
- ▶ S/he supervises and manages his/her team S/he guides the work of the HR team, tracks the realization of their objectives, and ensure the realization of the mid-term and final appraisals of the HR team
- ▶ S/he assumes the induction of new members of his team, ensuring the project and base context, the relevant PUI tools and policies are well understood
- ▶ S/he ensures and/or supervises continuous training for his/her team.

Priority activities relating to the context of the mission

- ▶ **Lead the deployment of the mission HR pack at base level, in close collaboration with the Field Coordinator and the HR Coordinator**
- ▶ **Trains the onboarding base staff on the Internal Staff Regulations and PUI Core policies**
- ▶ **Ensures the good archiving and the digitalization of all employees' records**
- ▶ **Reviewing the current HR structure within the base along with the job descriptions with the Field Coordinator**

Team Management

Number of people to manage and their position (expatriate / national staff)

- ▶ Direct management: 1 HR Officer / Deputy HR manager
- ▶ Indirect management: 2 HR Assistants

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ University degree in Human Resources or a related field 	
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Minimum 2 years of experience in a similar position (NGOs and/or private companies)
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good analytical and writing skills. ▶ Good management capacities and team leadership spirit 	

LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (specify) 	<ul style="list-style-type: none"> ▶ English mandatory: Excellent command in ▶ Writing and editing documents in English. 	
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	<ul style="list-style-type: none"> ▶ Good knowledge of the MS office software Including Word, Outlook. Excellent in Excel. ▶ Good skills in reports and contracts redaction ▶ Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines ▶ Knowledge of humanitarian actors 	

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

- ▶ Communication skills
- ▶ Diplomacy
- ▶ Rigor
- ▶ Ability to withstand pressure
- ▶ Analytical skills
- ▶ Capacity to delegate and to supervise the work of a team
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload
- ▶ Proven management ability and inter-personal skills
- ▶ Great sense of confidentiality
- ▶ Ability to work in secluded and volatile contexts
- ▶ Ability to live in large community
- ▶ Cultural sensitivity

Conditions

Status

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

Compensation

- **MONTHLY GROSS INCOME:** from 1 815 up to 2 145 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