

Preliminary Job Information

Job Title	DEPUTY HOM FOR PROGRAMS
Country & Base of posting	NIGERIA – MAIDUGURI
Reports to	HEAD OF MISSION
Duration of Handover	N/A
Duration of Mission	12 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 development disparities between North and South of the country, from inequalities between rich and poor, and from a high rate of corruption, at every level of the economic and administrative system. Moreover, Nigeria experiences a great ethnic and religious diversity. 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

The group now called 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 military support of neighboring countries (Chad, Cameroon, Niger and Benin) and 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 conflict as well as the previous lack 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 2019, close to 3.4 million displaced and returnees have been registered in Northern Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. Projection for 2019 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 55% 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) 2019 estimated some 7.1 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 2019 (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	
<p>The main programmatic objectives of the mission for 2019 can be synthesized as follows:</p> <ul style="list-style-type: none"> 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, WASH... to the response portfolio (either directly or through coordinated approach with external actors) Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects 	
History of the mission and current programs	
<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 2019, 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>	
Configuration of the Mission	
BUDGET ESTIMATE 2019	17 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	30
NUMBER OF NATIONAL STAFF	300
NUMBER OF CURRENT GRANTS	3
MAIN PARTNERS	ECHO, USAID/OFDA, CDCS, USAID/FFP
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	
<p>Under the supervision of the Head of Mission, the Deputy HOM for Programs will lead the Program Department (Technical Coordinators, Monitoring and Evaluation Teams, Grants & Reporting Officer) in order to coordinate the tactical and strategic programming aspects of the mission for ensuring the implementation of high quality Programs and helping in strengthening the PUI Nigerian Mission development. S/He will operate these duties in line with the global PUI' Strategic framework and the agreed Country Strategy for Nigeria.</p>	
Scope of duties	
<p>The Deputy HOM for Programs playing a key role in coordinating technical country strategy's implementation and support provision of operational management and integration of all technical areas. This includes the primary responsibilities of projects planning/design, programs quality assurance, donor compliance or reporting/documentation, to ensure timely, effective and compliant programming in accordance with internal and external principles/requirements.</p> <p>As an implementing organization, PUI places great importance on operational results and impact evaluation. Thus, the Deputy HOM for Programs plays a key role in overseeing monitoring and evaluation, usually in collaboration with the Field Coordinators, and in association with UN Sectors Working Groups.</p>	
Specific Goals and Related Activities	
<p>1. PROGRAM OVERSIGHT AND DEVELOPMENT</p> <ul style="list-style-type: none"> Co-animate (with the HoM) the country strategy deging process. Ensure that all programmes are contextually appropriate. Ensure that PUI is aware of funding opportunities and strategies of major stakeholders. Ensure that project implementation is in accordance with PUI's established plans, policies, procedures and core values. Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities. Work closely with the HoM, the Technical Coordinators and the Field Coordinators to address all issues regarding program implementation. Facilitate integration with other projects and activities within PUI as well as with other partners and government entities. Oversee that strong M&E systems are in place for the ongoing projects. Oversee design of programs and field-level monitoring for quality assurance; 	

<ul style="list-style-type: none"> ▶ Work with the Finance Coordinator, on a monthly basis, to analyse grant budget spending and identify spending trends, in order to anticipate appropriate actions if significant risks are noted. ▶ S/he is the main programmatic link between the Headquarters and the mission. ▶ S/he keeps the mission informed of the humanitarian context of the country and the region. ▶ S/he maintains close contacts with humanitarian and political stakeholders.. ▶ S/he ensures data collection and analysis insurance based on the humanitarian situation and the needs.
<p>2. PROGRAM QUALITY AND MONITORING</p> <ul style="list-style-type: none"> ▶ Coordinate the design of a global Quality Management Policy and ensuring the quality management of the whole PUI's program in Nigeria Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities. ▶ Ensure that project teams are knowledgeable about PUI's technical project implementation procedures as well as donor compliance requirements. ▶ Ensure that project teams have the necessary tools necessary to build partner capacity. ▶ Oversee the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the programs. ▶ Oversee that strong M&E systems are in place for the ongoing projects. ▶ Oversee design of programs and field-level monitoring for quality assurance ▶ 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. ▶ S/he is responsible for the development of the mission. Thus, S/he ensures humanitarian supervision and launches new assessments in accordance with needs. <ul style="list-style-type: none"> ▶ S/he proposes the mobilization the potential resources from other missions for ad-hoc support.
<p>3. INTERNAL/EXTERNAL COMPLIANCE, REPORTING AND DOCUMENTATION</p> <ul style="list-style-type: none"> ▶ Ensure all narrative and financial reports related to the programs are submitted in a timely and compliant manner. ▶ Ensure dissemination of information with a particular focus on publications of major findings. ▶ Supervise the proper maintenance of all files, records and documents relating to PUI program activities ▶ Collaborate with the Field Coordinator in order to ensure the quality of projects proposals/reports against internal and donors standards of operations. ▶ Ensure appropriate program technical implementation framework/advisory support is available to field teams, and in line with organizational priorities. ▶ Collaborate with the Field Coordinator in order to ensure the quality of projects proposals/reports against internal and donors standards of operations.
<p>4. COORDINATION WITH PARTNERS AND EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> ▶ Act as point of contact for all routine donor communication. ▶ Coordinate the PUI attendance in coordination/technical meetings with donors, NGO, UN agencies or Governmental bodies. coordination meetings. ▶ Link regularly with other humanitarian stakeholders, and follow up any potential relevant collaboration. ▶ Collaborate with respective line ministries and other organizations' technical staff working in sectors of interest to PUI to build partnerships. ▶ Ensure that PUI programs are recognized/promoted and implemented in accordance with relatives agendas (Government, Clusters, etc.). ▶ Participate in meetings and seminars within PUI, nationally, and internationally as requested by the situation.
<p>5. FIELD IMPLEMENTATION TEAM PERFORMANCE ANALYSIS</p> <ul style="list-style-type: none"> ▶ Supervise technical coordinators to conduct the Program growth and development. ▶ Cultivate an atmosphere conducive to sharing of lessons-learned and to mutual learning among PUI' Sectors. ▶ Provide guidance to technical coordinators to achieve goals and ensure accountability to beneficiaries, partners, and donors. ▶ Provide guidance to field coordinators in supervising their project teams to ensure sound planning, implementation or timely reporting.
<p>6. ENSURING THE REPRESENTATION OF PUI</p> <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>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) ▶ 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: HoM ▶ Under the indirect supervision of: HQ Desk Officer ▶ Manage directly: Technical Coordinator, Grants & Reporting Officer, Monitoring & Evaluation team.

- ▶ Functional relations with: Operational Coordinators, Field Coordinators, Security Advisor, HQ Desk Program Officer, HQ Desk Finance Controller, HQ Desk Logistic Referent, HQ Desk Technical Referents

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"> ▶ Humanitarian ▶ International ▶ Technical 	<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 <ul style="list-style-type: none"> ▶ French ▶ English 	Mandatory	x
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	

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

- ▶ 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

- ▶ Mobility: Extensive travel may be required

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 420 up to 2 750 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

