

## Basic informations about the position

<b>Title of Position</b>	<b>HUMAN RESOURCES COORDINATOR</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>	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 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 7 million people in 21 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"> <li>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.</li> <li>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)</li> </ul> <p>Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects</p>	
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	
<b>BUDGET ESTIMATE 2019</b>	17 MILLION EUROS
<b>BASES</b>	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
<b>NUMBER OF EXPATRIATES</b>	30
<b>NUMBER OF NATIONAL STAFF</b>	350
<b>NUMBER OF CURRENT GRANTS</b>	3
<b>MAIN PARTNERS</b>	ECHO, USAID/OFDA, CDCS, USAID/FFP
<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach

## Job Description

### Overall objective

Under the line management of the Deputy Head of Mission Support, the HR Coordinator will be part of the coordination team based in Maiduguri and will have frequent field visit. S/he is also responsible for the HR strategy planning, policies and procedures development, ensure proper implementation & monitoring, Legal Compliance and work closely with internal and external business partners. S/he will be responsible for the administrative HR management of expatriates.

The HR Coordinator will have to be extremely proactive, mobile and flexible, to ensure efficient relationships and good coordination and develop adequate framework.

### Tasks and responsibilities

- Human resource management (national staff):** s/he is responsible for the administrative management of local teams, in order to outline and update the HR management procedures and tools at mission level, in accordance with the employment legislation in the country of mission and the HR policies of PUI. (Recruitment, appraisals, training, salaries, end of contract, etc) S/he monitors any risks associated with HR management.
- Human resource management (expatriate staff):** In collaboration with the DHoMS, S/he is responsible for the administrative management of international teams.
- Administration and legal management:** s/he supervises the HR related administrative and legal records and guarantees that the status and functioning of the mission are in accordance with the legislation and requirements of the country of mission.
- Representation:** In collaboration with the DHoMS s/he will represent the organization before partners, authorities and all the local actors involved, in the areas of legal issues and human resources related to the mission.
- Coordination:** s/he distributes information concerning administrative, legal and human resources issues regarding the mission, both within the mission itself and to the headquarters.
- Technical support:** S/he will undertake the overall responsibility of the technical leadership of all HR aspects of base Admin Managers.

## Specific objectives and linked activities

### 1. ENSURE GOOD MANAGEMENT OF NATIONAL HUMAN RESOURCES FOR THE MISSION

#### a. HR Policies & Procedures:

- ▶ He/She is responsible for the implementation of HR policies for national human resources defined in the Internal staff Regulation.
- ▶ S/he draws up and updates the HR policy for procedures and tools, regarding recruitment, payroll, compensation and benefits, training, appraisal, administrative management, disciplinary issues and the management of individual career path within the organization within the framework of the country legislation, HR policies of PUI and donor requirements
- ▶ S/he ensures the implementation and the application of the HR policies and procedures, once validated by the Head of Mission and HQ, and will consequently ensure that they are known, understood and implemented by all members of the organisation and that managers have all the tools for applying them at their disposal through regular visits on the field and internal audits.
- ▶ In particular, s/he will draw up and/or update the internal regulations and will be responsible for their correct application
- ▶ He/She will ensure staff induction on the new updated code of conduct, PSEA, Child protection and reporting mechanisms

#### b. Administration, management and payroll:

- ▶ S/he is responsible for the optimization of HR, administration and payroll tools and procedures (contract templates, etc.)
- ▶ S/he validates recruitment requests and amendments to contracts (job description, payment, working hours, end date, etc.).
- ▶ S/he will ensure that administrative personnel files are created and will ensure that employee documents are in accordance with working for PUI in the country and donors requirements
- ▶ S/he reviews employment contracts that are drafted by the HR team members.
- ▶ S/he supervises payroll operations in collaboration with the Financial Coordinator.

#### c. Recruitment and career path management:

- ▶ S/he draws up the salary scale (fixed and variable terms), outlines the associated benefits package (compulsory or otherwise: medical cover, daily allowances, insurance, transport allowances, etc.), and ensure these are implemented, subject to validation by the Head of Mission and HQ.
- ▶ S/he ensures that the integration process is followed for each new employee at every base level.
- ▶ S/he will work on comprehensive capacity building plan alongside with the managers
- ▶ S/he is responsible for the organization of recruitment (advertising, candidates, and interviews) for the Human Resources department
- ▶ S/he ensures that all recruitment policies and guidelines are respected at mission level and ensures a timely recruitment for all departments/bases.
- ▶ S/he monitors the correct progress of assessment and appraisal procedures for all employees of the mission.
- ▶ S/he is responsible for the identification of training needs and proposes training plans based on operational priorities, budget and local opportunities

#### d. Organization chart development and update:

- ▶ S/he draws up organizational charts, and s/he will be mindful of coherence in the composition of teams, in terms of task division and responsibilities, defining hierarchical and functional relationships, function titles, etc.
- ▶ S/he draws up a job classification and will update this as required and will monitor that the core features are strictly applied.
- ▶ S/he takes part in drawing up job descriptions alongside with the managers and ensures that they match the job classification.
- ▶ S/he validates all job descriptions that are drafted on mission level from an HR perspective and is responsible for their correct classification
- ▶ S/he outlines human resource requirements within the framework of drawing up project proposals and possible amendments.
- ▶ S/he ensures the writing of the HR part in the donor reports (IPFR, etc.)

#### e. HR risks Management:

- ▶ S/he ensures that HR management rules and procedures conform to current employment law, and monitors social and legal issues, updating the rules when necessary.
- ▶ S/he ensures that all PUI employees are aware about PUI Internal staff regulations (ISR), and organizes ISR induction for all new employees
- ▶ S/he defines and implements suitable working conditions particularly those concerning rules and regulations on health and safety.
- ▶ S/he monitors situations in order to anticipate and avert social conflicts and to take part in crisis management, if necessary. Conflict prevention could lead to the organization of a system of employee representation if this does not already exist.
- ▶ S/he will be attentive for any risk of the abuse of power (whether this is between local employees, or between an expatriate and local employees or any other type of abuse of power) and will report any inappropriate behaviour to the Head of Mission.
- ▶ S/he will be responsible for keeping records for all current and previous employees and update this information on paper and electronic files.
- ▶ S/he is responsible for the drafting and implementation of disciplinary procedures within the framework of PUI policies and the country's legal constraints.

## 2. ENSURE ADMINISTRATIVE MANAGEMENT FOR INTERNATIONAL STAFF ON THE MISSION

- ▶ S/he will draft and regularly updated the visa guideline for expats and share it with the relevant people
- ▶ S/he will ensure the visa follow-up and communicate it with relevant partners and persons in HQ
- ▶ S/he will advise and counsel expats regarding all visa related issues: type of visa, requests, renewals, airport formalities, etc.
- ▶ S/he will regularly liaise with relevant authorities regarding all visa requests and inquiries
- ▶ S/he ensures the creation of administrative files for international personnel, their registration with local authorities and embassies, and monitors that the documentation for these expatriates is in accordance with working for PUI in that country.
- ▶ S/he is the focal point for all issues regarding per diem and other conditions and reports any risk to the Head of mission and HQ
- ▶ S/he supports the organization of any medical repatriation or medical evacuation, working in conjunction with the Deputy Head of Mission for Support and the Human Resources Department in HQ
- ▶ S/he monitors and follows up all the contracts, amendments, holidays, R&R, plane tickets,
- ▶ S/he will support the arrivals and departures for the mission (induction planning, bookings, travel documents, travel, leave requests, return files, etc.) in coordination with the Deputy Head of Mission for support and HQ.
- ▶ S/he is in charge of the Expat tracker and shares it on regular basis with field teams and HQ
- ▶ S/he will brief all expatriates arriving for the mission regarding their areas of responsibility.
- ▶ S/he will be involved in drawing up the daily and monthly amounts and manage and/or delegate the allocation of daily amounts and possible advances of salary in coordination with the Administrative and Financial Coordinator.
- ▶ S/he monitors HR admin management of international human resources at mission level in link with HQ, the DHoM S and the Head of mission (contracts, holidays, R&R, required information for payroll, family package follow up, etc.
- ▶ S/he follows up, alongside with HQ and in collaboration with the DHoM Support, the realization of the international staff appraisals.

## 3. ENSURE THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION

- ▶ S/he will ensure that PUI is registered in the country and with the various state services (tax authorities, migrant workers authorities, national social security offices, government planning department, etc.), with regard to administrative procedures and current fiscal and legal obligations.
- ▶ S/he ensures the legal protection for the mission regarding labor law , mainly through identifying one or more local partners able to provide the necessary advice (e.g. a law firm).
- ▶ S/he ensures that PUI Nigeria provides all mandatory social benefits to all employees as required by the law, and ensure that a legal monitoring is organized at mission level.

## 4. ENSURE THE CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION FOR ADMINISTRATIVE AND HR ISSUES

- ▶ S/he shall ensure that information is circulated effectively between operational bases and the coordination office.
- ▶ S/he shall edit or take part in drafting internal and external activity reports for everything involving HR, issues for the mission.
- ▶ S/he will ensure administrative coordination at mission level for regular visits to the bases, for monitoring, follow-up, training, etc.
- ▶ Internally, s/he will be the representative of PUI before any employee representation bodies, whether or not these are compulsory by law, in addition to being PUI's representative for all personnel for any matters relating to human resources.
- ▶ Externally, s/he will represent PUI before any legal, or administrative authorities (employment inspectors, taxation authorities, social security/insurance payment collection bodies, etc.). S/he will also develop and maintain relationships with partner organizations, particularly within the area of coordinating with NGOs regarding administration and human resources.

### Focus on top priority activities related to the context of the mission

- ▶ Implementation of HR policies and procedures
- ▶ Revision of the salary grid
- ▶ Create missing guidelines/policies (internal mobility, performance bonus, daily worker policies etc.)
- ▶ Follow up, update and Streamlining of performance appraisal with the capacity building policy implementation and integration approach
- ▶ Organize refresher session on the code of conduct, PSEA, Child protection and reporting mechanisms
- ▶ Work closely with managers to sensitize and cascade the Ethical framework and HR policies to Volunteers, consultant and permanent daily workers.

### Team management

- ▶ Supervision of: Deputy HR Coordinator (direct), HR Assistant, HR Clerk (indirect)
- ▶ Technical Supervision of : Base HR Manager/Base Admin manager

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ University degree in Human Resources 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 in a similar position (NGOs and/or private companies)</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Good analytical and writing skills. Good management capacities and team leadership spirit</li> </ul>	
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>X Mandatory:</b> Excellent command in writing and editing documents in English.</li> </ul>	X (desirable)
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	<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>▶ Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines</li> <li>▶ Knowledge of humanitarian actors</li> </ul>	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Capacity to delegate and to supervise the work of a team</li> <li>▶ Ability to guarantee effective and timely outputs;</li> <li>▶ Good communications skills for public presentations;</li> <li>▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload;</li> <li>▶ Self-motivated, flexible and adaptable to the needs of the team and organization</li> <li>▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership; pedagogical skills</li> <li>▶ Proven management ability and inter-personal skills;</li> <li>▶ Excellent communication and diplomacy skills to manage relationships in potentially tense situations</li> <li>▶ Great sense of confidentiality</li> </ul>		

Proposed terms
<b>Status</b>
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
<b>Compensation</b>
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME:</b> from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
<b>Benefits</b>
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVE POLICY</b> : 5 weeks of paid leave per year + return ticket every 6 months</li> </ul>