

## Preliminary job information

<b>Job Title</b>	<b>SUPPLY CHAIN MANAGER</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA – MAIDUGURI COORDINATION</b>
<b>Reports to</b>	<b>LOGISTICS COORDINATOR</b>
<b>Creation / Replacement</b>	<b>REPLACEMENT</b>
<b>Duration of Mission</b>	<b>6 MONTHS MINIMUM</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 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> <li>Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects</li> </ul>	
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>	<b>17 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>	30
<b>NUMBER OF NATIONAL STAFF</b>	300
<b>NUMBER OF CURRENT GRANTS</b>	4
<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

PUI Nigeria Mission is setting up a centralized supply chain management (SCM) department embedded within the logistics coordination team based in Maiduguri and ensuring smooth supply to all field bases of the mission.

Under the direct supervision of the Logistics Coordinator, the Supply Chain Manager is responsible for leading the supply chain management department. He/she is responsible for ensuring, timely, qualitative and quantitative supply for all projects implemented at mission level in full respect of PUI and donors procurement guidelines, procedures and tools.

He/she will be in charge of managing the supply department, building up capacities and empowering national teams under his direct or indirect supervision.

### Tasks and Responsibilities

He/She is responsible for ensuring timely, qualitative and quantitative supply of items to all Borno bases and Abuja. He/She ensures timely and comprehensive information circulation regarding local and HQ procurement, custom clearance and shipment of imported good and coordination with HQ.

He/She, under the general oversight of the Logistics Coordinator, is the guarantor of the respect of PUI/Donor requirements in terms of procurement for the whole mission.

He/She provides support, guidance to all logistics teams in terms of procurement.

He/She manages the mission supply department and ensures staff under his direct or indirect management are recruited, trained and empowered and that they are held accountable regarding their tasks and responsibilities.

## Specific objectives and linked activities

### 1- LEADING THE SUPPLY CHAIN MANAGEMENT OF THE MISSION

#### a. Local procurement for all bases

- ▶ He/she guarantees that procurement procedures are respected according to the donors' and PUI's guidelines.
- ▶ He/she guarantees that the SCM procedures are fully respected without being an impediment to the timely implementation of the activities by:
  - a. Collaboratively following up each procurement plan with the Log Managers and the projects teams (from DHoM to PMs)
  - b. Proactively initiating the launching of all the necessary procurement process (above all the calls for tenders)
  - c. Supporting the edition of logistics documents when and where necessary
  - d. Improving, facilitating and monitoring the chain of validation
- ▶ He/she works in close collaboration with the persons requesting the purchase, with strong technical specificity, and carries out any appropriate conformity tests if required
- ▶ He/she provides advice and support to the base logistics managers regarding procurement procedures
- ▶ Under the direct supervision of the Logistics Coordinator, he/she is responsible for ensuring a timely and procedure respectful purchase files validation at mission level including interaction with HQ for validation when needed
- ▶ He/she leads the opening of tenders (participation, correction, validation)
- ▶ He/she ensures that contracts are adequately signed by the empowered coordinators and guarantees a strong protection for PUI in case of disagreement
- ▶ He/she ensures centralization/optimization/grouping of purchases
- ▶ He/She supervises the identification and referencing of Nigeria Mission's suppliers in Maiduguri, in Monguno, in Abuja and others news bases (in link with the capital logistician) and in field bases (in link with the respective logistics manager)
- ▶ He/she consolidates/updates the mission's price catalogue for the mission's operation areas
- ▶ He/she provides the adequate backup and support to the Logistics Coordinator in order to guarantee that all procurement plans are implemented and updated for each grant

#### b. International procurements and importation processing

- ▶ He/she follows up all the international procurement (medical & non-medical items) and coordinate with the requester and the Procurement Officer in HQ to complete these procurements in a timely manner.
- ▶ He/she supports in organizing and filling all the medical files, in accordance with PUI guidelines and organizing the purchase in liaison with the HQ Procurement Officer
- ▶ He/she supports in the transport organization for international shipments and provide all necessary documents which are needed.
- ▶ He/she is the "interface" with all suppliers in coordination with HQ concerning international transport, custom clearance and local transport for all international shipments.
- ▶ In collaboration with the logistics Coordinator, He/she will to prepare all necessary documents to HQ (waybill, NAFDAC, delivery note, etc.) and organize clearance process with qualified authorities.
- ▶ He/she participates in organizing shipments and supervising medical transport quality control in coordination with Medical coordinator

#### c. Deliveries to programs and storage

- ▶ He/she identifies the most efficient and effective mode of transportation and packaging of the imported merchandises
- ▶ He/she plans and supervises the shipment and delivery of materials/equipment from the supplier to the destination identified by the requester.
- ▶ He/she ensures in coordination with the Deputy logistics Coordinator the movement/transfer of items is properly referenced / documented and centralizes all deliveries documents.
- ▶ He/she share to a logistics coordinator and the logistics managers all information's needed on a weekly basis regarding items movements and planned deliveries
- ▶ He/she ensures that items transiting through coordination for the base needs ( local purchases or international purchases) are properly stored (when needed) according to PUI procedures

#### d. Information Management and Reporting

- ▶ He/she consolidates all information regarding procurement follow up at mission level (for all bases) and sends them to the Logistics Coordinator
- ▶ He/she disseminates procurement follow up documents on weekly basis to all bases
- ▶ He/she disseminates SCM related databases to all Logistics Managers (Price Lists, Suppliers' List, Mission Catalogue...)
- ▶ Under direct supervision of the Logistics Coordinator, he/she centralizes all Purchase Files of the mission and guarantees their conformity to PUI / Donor requirements (except for Abuja files that will remain physically in Abuja but he/she will ensure through audit checks their conformity to PUI/Donor requirements)

#### e. Archiving and audit Preparation

- ▶ He/she is responsible of archiving the soft copies on the SharePoint and the hard copies linked to procurement files for the ones done by coordination, organizes and classifies all documents in order to prepare for any internal or external audit check.
- ▶ He/she is responsible of checking and preparing all the files requested for the audit.

## 2- MANAGING THE MISSION SUPPLY UNIT TEAM

- ▶ He/she in charge of identifying and formalizing HR needs within the supply department and, when possible, launching recruitment processes in link with the coordination HR department.
- ▶ He/she in charge of the direct and indirect supervision of all members of the supply unit and is responsible for ensuring that all staff are appraised according to PUI requirements.
- ▶ He/she is in charge, in direct link with the coordination HR department, of the continuous and ad hoc capacity building of the supply unit staff.
- ▶ He/She participates in the capacity building of the Supply team.
- ▶ With support of the Logistics Coordinator and the HR Coordinator and in link with Logistics Managers, identify the needs for trainings linked to supply and prepare relevant training material for all logistics department (presentations and documents to be distributed).

### Prioritization of 3 activities relative to mission environment

- 1- In support to the logistics coordinator, ensure that the Supply Unit at Coordination office is properly operative and all related functioning schemes are in place (tools, communication schemes...)
- 2- Support Maiduguri, Monguno bases and others news bases in the appropriate application of PUI Procurement Procedures Guidelines according to the thresholds approved for each base.
- 3- Ensure, from a supply perspective, the proper launching of the new projects for Nigeria Mission.
- 4- Support in the capacity building of Supply Staff at Coordination office and other bases.

### Team supervision

Number of persons to manage and their position:

- ▶ Direct management: 1 National Staff ( Deputy Supply Manager)
- ▶ Indirect Management : 3 National Staff
- ▶ Functional link with Logistic managers: 2 International Staff and 2 National Staff

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Supply Chain management</li> <li>▶ Procurement process</li> <li>▶ Critical thinker and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>▶ Project Management</li> <li>▶ Training in Public Health / Agric / Water, Sanitation / Other</li> <li>▶ Logistics</li> <li>▶</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	<p style="text-align: center;">Min. 3 year <i>A fortiori</i> Supply Chain Management experience</p>	<ul style="list-style-type: none"> <li>▶ Previous experience in managing logistics of health projects</li> <li>▶ Previous working experience as Supply Chain Manager</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Team Management</li> <li>▶ Logistical skills</li> <li>▶ Administrative skills</li> <li>▶ Team player...</li> </ul>	<ul style="list-style-type: none"> <li>▶ Familiarity with the procedures of institutional donors (OFDA, ECHO, AAP, UN agencies etc)</li> <li>▶ Advanced University degree, preferably in BA in Supply Chain Management, Logistics and Procurement's or similar relevant field.</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ English</li> <li>▶ French</li> <li>▶ Other (Specify)</li> </ul>	<ul style="list-style-type: none"> <li>▶ English (good proficiency in oral and written needed)</li> </ul>	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Excellent mastery of Office Suit needed</li> </ul>	

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

- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Ability to withstand pressure and volatile environment
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Capacity to adapt and organizational flexibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to work and manage affairs professionally, and with maturity
- ▶ Important organization and rigor skills.
- ▶ Ability to live in large community
- ▶ Strong leadership
- ▶ Strong negotiation capacity
- ▶ Ability to train and transfer skills / knowledge
- ▶ Ability to work in volatile and secluded contexts

## Conditions

### Status

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

### Compensation

- ▶ **MONTHLY GROSS INCOME:** from 1 980 up to 2 310 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