

Preliminary Job Information

Job Title	Logistics Coordinator
Country & Base of posting	NIGERIA – Maiduguri with frequent travel to Abuja
Reports to	Deputy Head of Mission for Support
Creation / Replacement	Replacement
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

The main programmatic objectives of the mission for 2019 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, 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

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.

Configuration of the Mission

BUDGET ESTIMATE 2017	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

The logistics coordinator is responsible for the smooth functioning of logistics at mission level. He/She makes sure the resources which are necessary for carrying out the programmes are available and actively participates in the mission's safety & security management.

Tasks and responsibilities

- ▶ **Safety & Security** : He/She assists the Head of Mission with safety & security management. He/She is directly responsible of the daily, concrete aspects of the mission's safety management.
- ▶ **Supplies** : He/She coordinates supplies and deliveries for projects and for the bases. He/She guarantees that PUI's procedures and logistical tools are in place and are respected.
- ▶ **Fixed equipment** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Fleet Management** : He/She is responsible of the management of the fleet (availability, safety, maintenance etc), for the smooth functioning of the mission and the realization of activities in accordance with the available budget.
- ▶ **Functioning of the bases** : He/She supports the teams in case of redeployment/ opening/ installation/rehabilitation/ closing of bases.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistics and the safety of the mission.
- ▶ **Coordination**: He/She consolidates and communicates logistics information at the heart of the mission to headquarters and coordinates internal and external logistics reports.

Specific objectives and linked activities

1. ENSURING THE SECURITY OF GOODS AND PEOPLE

- ▶ He/She helps the Head of Mission to define the mission's safety management tools, in collaboration with the base managers concerned.
- ▶ He/She ensures that general rules and safety plans for the mission and for the bases are put in place and respected and makes sure everyone (expatriate and local) is familiar with and understands the general rules and safety plans. He/She also monitors these rules and plans and ensures they are update.
- ▶ He/She ensures that the material and personnel resources on-site are sufficiently adapted to the level of safety which is judged to be optimal in the bases and among the teams in the field.
- ▶ He/She participates in collecting safety information in the PUI's operation areas and communicates these in accordance with the channels defined (ML, BM, +/-others).
- ▶ He/She participates in analyzing the mission's safety circumstances and conditions, alerts and issues recommendations to the Head of Mission concerning potential changes relating to risks as well as measures to be put in place.
- ▶ He/She communicates, on a regular basis, with the guards and the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).
- ▶ He/She evaluates the security conditions in the PUI's operation areas and outside, according to planned operational development leads.

2. THE SUPPLY CHAIN MANAGEMENT

a. Purchases

- ▶ In coordination with the Supply Manager, he/she guarantees that purchase procedures are respected in the field, the capital and the headquarters, from the direct purchase to the international call for offers and supervises the purchasing process for the whole of the mission. He/She works in close collaboration with the person requesting the purchase, with strong technical specificity, and carries out the appropriate conformity tests.
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of the PUI procedures.
- ▶ He/She supervise the centralization and optimizes the grouping of purchases.
- ▶ He/She supervises the identification and referencing of suppliers and has detailed invoices for recurrent purchases at his/her disposal. He/She consolidates/updates the mission's price catalogue for the mission's operation areas.
- ▶ He/She ensures that purchase files are correctly archived in collaboration with a the supply Manager

b. Shipment

- ▶ He/She chooses the mode of transport and the packaging of the merchandise.
- ▶ He/She plans and supervises the shipment and delivery of materials up to their final destination.
- ▶ In collaboration with the Supply Manager, he/she coordinates with the logistics department at headquarters for the shipment of merchandise coming from abroad and supervises the potential process involved with clearing.

c. Stocking

- ▶ He/She guarantees the management and monitoring of the mission's stock, according to the PUI's procedures and tools. He/She ensures that these are known to and understood by everyone and are applied on all the mission's bases.
- ▶ He/She ensures that stocking sites are appropriate to the mission's needs and that merchandise is stocked appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes fluxes in merchandise, makes sure that the goods received are of a certain quality and carries out physical checks of stocked merchandise. He/She is attentive to the use-by-date of products, if needed
- ▶ He/She ensures the movement/transfer of documents is properly referenced. He/She checks stock reports on a monthly basis.

3. MANAGING THE MISSION'S ASSETS : COMPUTER AND TELECOMMUNICATION EQUIPMENT AND ENERGY

- ▶ He/She defines the mission's technical needs on each base and makes sure that their funding is possible, especially when new projects are being planned.
- ▶ He/she issues technical recommendations on the choice of computer equipment, tele/ communication equipment and energy supply. He/She authorizes the choice of the suppliers for the purchase of new equipment.
- ▶ He/She authorizes the use of equipment, creates utilization procedures and trains personnel on how to use them.
- ▶ He/She ensures the monitoring of equipment (state, location, proprietor/backer etc) through regular updates of monitoring tools (property list) and the keeping of physical inventories.
- ▶ He/She supervises the installation of equipment and ensures they run smoothly and are maintained and ensures any necessary repairs are duly carried out.
- ▶ He/She controls the consumption of equipment, and, if required, carries out necessary adjustments in accordance with utilization procedures.

4. MISSION'S FLEET MANAGEMENT

- ▶ He/She defines transport means adapted to the needs of projects associated with the mission and makes sure that the funding of this transport is possible, especially when new projects are being planned.
- ▶ He/She ensures that vehicles are monitored (state, location, proprietor/backer etc) and that monitoring tools are regularly updated.
- ▶ He/She ensures the vehicles are working properly, that they are properly maintained and any necessary repairs are duly carried out.
- ▶ He/She controls the use of vehicles and, if necessary, makes any necessary changes to utilization procedures. He/She ensures plans and monitoring tools for the management of vehicles are put in place and respected and that they are maintained through the use of log books.
- ▶ He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, exceptional circumstances, safety equipment etc) are appropriately addressed.

5. SUPPORTING THE BASES (Installation/Redeployment/Normal functioning/Closing)

- ▶ He/She actively contributes to the opening and the closing of base(s) and potential redeployment.
- ▶ He/She supports the Head of Base in the organization of logistics factors (installing equipment, building research etc).

- ▶ He/She plans and supports the necessary rehabilitation and installation on the different bases (offices, Guesthouse and Warehouse)

6. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES

- ▶ He/She ensures that logistics information is effectively circulated between teams on the field, the capital and headquarters.
- ▶ He/She writes or participates in writing internal reports for everything concerning the logistics of the mission.
- ▶ He/She ensures logistics coordination at mission level by regularly visiting bases, checks, monitoring, training etc.
- ▶ He/She participates to the financial and administrative management of his/her area of work. He/She makes sure that the budgetary allowance is respected in the logistics department and establishes monthly cash-flow needs.
- ▶ He/She participates to the writing of reports for the donors (lists of equipment, checking functioning costs etc) and ensures the keeping of and the archiving of purchase files (help, equipment, location, omissions etc). He/She participates finally in the preparation of logistics in view of an audit which is either forthcoming or already underway.
- ▶ Externally, he/she represents the PUI among authorities for any questions concerning logistics order (registering equipment, customs etc).
- ▶ Externally, he/she also develops and maintains relationships with partners, especially concerning NGOs for any question relating to logistics and security.

7. SUPERVISING AND MANAGING LOGISTICS TEAMS

- ▶ He/She supervises the whole of the logistics team, directly or otherwise. He/She writes and authorizes job descriptions and carries out or delegates job interviews. He/She contributes to work meetings, mediates potential conflicts, defines priorities and plans activities.
- ▶ He/She participates to the recruitment of the logistics team as well as in any decision to terminate an employment contract.
- ▶ He/She ensures and/or supervises continued training of local and international members of the logistics team who are in the capital or on the bases on the procedures and tools of PUI.
- ▶ He/She supports the Head of Base(s) in the realization of their logistics activities, in a functional and not hierarchical relationship.
- ▶ He/She creates an action plan for the logistics department in accordance with the objectives defined in the annual programming of the mission

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

- ▶ Ensuring PUI Logistics tools and processes are implemented and followed at mission level are effectively running in line. At all levels in a timely manner, through training, coaching and supervision. Ensure effective procurement process, especially for international procurement.
- ▶ Defining a global logistics strategy for the mission for 2019 including procurement, assets, premises, energy, fleet and communication/IT management
- ▶ Supporting the solidification of the Supply Unit in line with the mission global strategy and ensure a capacity building plan to develop more autonomy for field bases supply chain teams
- ▶ Participate in assessments related to logistics, including assessment of new areas for intervention.
- ▶ Participate in the overall security assessment, and improvement of the security measures of the mission in collaboration with the HOM, the deputy HOM support, and the field coordinators

Team management

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

- ▶ Direct management :
 - National staff: 1 deputy logistics coordinator
 - Expatriate: 1 Supply Chain Manager
- ▶ Indirect management :
 - National staff: 1 Log Officer / 1 IT Officer/ 2 logistics assistants / 16 guards and 7 drivers (not PUI employees)
- ▶ Functional management
 - National staff: 1 Capital Log Officer
 - Expatriates: 2 Base Logistics Manager

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Master degree in logistics, Procurement, transportation.	Bioforce Bac + 2 to + 5 – in logistics (purchases, transport etc)
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Previous experience in humanitarian work or a related field from an accredited academic institution with 3 or 4 years of relevant professional experience Communication – listens and communicates clearly, adapting delivery to the audience ▶ Performance Management – identify ways and implement actions to improve performance of self and others; - Strong interpersonal, management and leadership skills ▶ Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; ▶ Strong negotiation, interpersonal and organization skill 	<ul style="list-style-type: none"> ▶ Experience in security management ▶ Experience in a similar field ▶ Strong organizational and problem-solving skills with analytic approach
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Familiarity with stock procedure, Fleet management, telecommunications, budget management, reporting writing etc ▶ Familiarity with the procedures of institutional backers (OFDA, ECHO, AAP, UNICEF, CDCS, WFP, etc) ▶ Significant experience in security management ▶ Strong leadership and coaching skills 	<ul style="list-style-type: none"> ▶ Master degré in logistics of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English 	Mandatory	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	Excellent computer Skills	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Independence, an ability to take the initiative and a sense of responsibility ▶ Good resistance to stress ▶ Sense of diplomacy and negotiation ▶ Good analysis and discernment capacities ▶ Organization and priority management ▶ Adaptability to changing priorities ▶ Pragmatism, objectivity and an ability to take a step back and analyze ▶ Ability to make suggestions ▶ Sense of involvement ▶ Trustworthiness and rigor ▶ Capacity to delegate and to supervise the work of a multidisciplinary team ▶ Ability to remain calm and level-headed ▶ General ability to resist stress and particularly in unstable circumstances 		
Other		
<ul style="list-style-type: none"> ▶ <u>Mobility</u>: Extensive travel may be required 		

Conditions	
Status	
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract. 	
Salary package	
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI 	
Expenses covered	
<ul style="list-style-type: none"> ▶ 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 	