

Preliminary job information

Job Title	PROTECTION PROJECT MANAGER
Country & Base of posting	NIGERIA – MONGUNO BASE
Reports to	FIELD COORDINATOR FOR PROGRAMS
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM

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

Under the supervision of the Field Coordinator Monguno, and the technical guidance of the country Protection Coordinator, the Monguno Protection PM is in charge of developing and ensuring the good implementation of project activities. The component under the Protection PM supervision, part of PUI holistic response to the Kukawa population needs, aims at setting up and managing a Protection program through a community approach in the area of intervention (Kukawa LGA) with the objectives to:

- Contribute to community awareness on key topics: IDP rights, GBV, self-care and personal hygiene, key protection and child protection messages
- Setting up a strong community network in collaboration with Consortium partners (Protection, WASH and Shelter actors) and in link with PUI health and nutrition activities (public health surveillance, detection and referral of malnutrition cases)
- Identify, monitor and refer (internally and externally) individuals with specific needs
- Design and implement a protection monitoring strategy and regular protection monitoring activities
- Develop monthly protection monitoring analysis and reports to inform current and future programming and conduct local advocacy efforts
- Identify multi-sector emerging needs in the targeted areas and perform rapid assessments and referral (internally and externally)
- Strengthen PUI knowledge of the community
- Further improve PUI's acceptance within the community
- Work closely with the Mission MEAL department in order to bridge accountability, needs' assessments

This position will be critical to:

- Ensure protection needs of the targeted populations are regularly monitored
- Reinforce PUI integrated approach through the set-up of robust internal referral pathways (with Nutrition, Health, Food Security, Accountability teams)
- Strengthen PUI reactivity responding to emerging humanitarian needs (outbreaks, new displacements in the area of intervention, etc.)
- Offer support to vulnerable individuals through a clear and complete internal and external referral pathway

Tasks and Responsibilities

1. **Project planning and implementation:** She/he implements the base's Protection strategy by leading the setup of a Community Outreach Network in the areas of intervention, conduct of regular protection monitoring activities, and setting up the referral/information sharing systems. She/he monitors program progress, including the qualitative and quantitative aspects in line with international standards
2. **Information sharing, protection monitoring and referral system:** He/she participates to the development and follow up of the internal and external referrals system He/she ensures an in-depth analysis of data collected through protection monitoring activities, and shares analysis and data with the relevant departments and actors. He/she contributes to the design and supervises the implementation of multi-sector assessments and leads the relevant internal and external referrals pertaining to the needs identified.
3. **Team management and capacity building:** He/she drives the recruitment and supervises the Protection team'. He/she supervises capacity building support to the project team as appropriate and training activities on the basis of identified needs. He/she suggests modifications in terms of Protection team structuring and responsibilities' split.
4. **Capitalization, reporting and development:** He/she is responsible for the qualitative production of internal and external activities' reports, and Project Monitoring Tools. He/she supports the FC and the Grants Officer in providing sufficient and detailed information for program reporting for donors and PUI HQ. He/she contributes to ongoing capitalization efforts regarding program methodologies, lessons learnt and challenges. He/she drafts specific Activity Forms as per the mission's learning strategy in direct link with the MEAL department. He/she contributes to the adjustment of current intervention or/and development of new interventions on the basis of identified needs.
5. **Representation and coordination:** Upon request from his/her supervisors, he/she ensures and coordinates the PUI's sectorial representation in the area which he/she is responsible for among partners, donors, authorities and other stakeholders and participate to the Ad Hoc relevant meetings. She/he ensures an efficient coordination with the other departments of the base. One part of this project is funded through a Consortium of 6 INGOS.
6. **Logistics and Finance:** She/he coordinates with the Logs and Admin/Finance teams to mobilize effectively the resources allocated to the program supervised, including forecasting any adjustments needed, taking into consideration determined budget and compliance with logistics and administrative procedures. He/she is responsible for the activity budget lines of his/her project budget and for following-up on the expenditures while providing monthly budget forecast and updating the Operational Follow Up tool on a bimonthly basis.
7. **Safety and Security:** He/she contributes to compliance with safety rules within the mission, especially by the program team under his/her management and communicates any security/safety-related information to the base Security Focal Point.

Specific Goals and Related Activities

1. PROJECT PLANNING AND IMPLEMENTATION

- ▶ Ensure that project action plan is prepared at the start of the project and reviewed periodically based on the feedback from the monitoring of the project. This also includes identification of support requirements from other sectors within the organization;
- ▶ Develop the program monitoring tools with the FC and the MEAL Department.
- ▶ Launch the implementation of the activities in a timeframe coherent with donor's requirements and other sectors activities.
 - Identify Community Outreach Workers based on a solid methodology and clearly defined tasks and responsibilities
 - Conduct continuous training of the Community Outreach Workers, in link with the Program Technical Department;
 - In collaboration with the MEAL and other Program Departments, with the support of the FC, develops a thorough and effective information sharing and referral system;
- ▶ Contribute to the definition of vulnerability criteria and assessment methodologies allowing more accurate targeting of PUI's activities in the area of intervention;
- ▶ Provide technical advice and training on protection to all other operational departments, ensuring that protection issues and aspects are always included in other operational departments' activities
- ▶ Ensure the coherence and the homogeneity of the activities under his/her responsibility (indicators and results follow up) and develop proper assessment mechanisms. Lead regular field reviews and ensuring best practices standards are met;
- ▶ Inform His/her line manager of any relevant issue related to the project implementation.

2. INFORMATION MANAGEMENT, ASSESSMENT AND REFERRAL SYSTEM

In collaboration with the MEAL Department, and other relevant Program Departments, with the support of the FC:

- ▶ Develop tools and strategies to ensure qualitative and timely data collection, communication and analysis;
- ▶ Develop referral pathways tailored to the type of cases identified, internally and externally. Develop the tools and processes to monitor the referrals;
- ▶ Develop tools pertaining to multi-sector rapid needs assessments responding to identified / emerging needs in the area of intervention
- ▶ Formalize external referral pathways through MoUs with relevant partners;
- ▶ Contribute to the design and lead the management of the internal / external referral and follow up database system
- ▶ Provide support to Other PUI teams in communicating with the community and targeting/tracking potential beneficiaries.

<p>3. CAPITALIZATION, REPORTING AND DEVELOPMENT:</p> <ul style="list-style-type: none"> ▶ Ensure internal and external qualitative reporting on all activities under his/her responsibility is done in relevance to PUI internal tools and requirements ▶ Update and transmit on a monthly basis the PMT (Project Monitoring Tool) as a tool to follow up the implementation of the project; ▶ Write regular reports on all activities as requested by the FC; ▶ Produce qualitative intermediary and final reports for donors; ▶ Capitalize lessons learnt and good practices throughout the project; ▶ Participate in the writing of comprehensive Activity Forms for all major operational aspects, in direct collaboration with the MEAL teams and with his/her supervisors; ▶ Participate in the development of comprehensive support documents for activities implementation by the protection teams ▶ Create/review SOPs and propose relevant improvement, under Field Co and Technical Coordination's management; ▶ Participate to the operational development of the mission through active participation to the mission annual programming process. ▶ Contribute to the design and drafting of new proposals and budgets in collaboration with the FC.
<p>4. TEAM MANAGEMENT AND CAPACITY BUILDING</p> <ul style="list-style-type: none"> ▶ Prepare job profiles for members of his/her team, has them endorsed by the Field Coordinator and the HR Manager, and participate actively in the recruitment process (interviewing, testing, etc.), as well as in any decisions related to the termination of employment contracts of team members; Pro-actively propose HR changes within his/her department to FC and HR Manager; ▶ Familiarize himself/herself with all PUI internal HR regulations, and ensure that they are known and respected by his/her team; ▶ Ensure that the defined appraisal system is applied for all members of his/her team ▶ Create coordination mechanisms specific to his/her team, and ensure proper supervision; ▶ Identify the training needs of the team and addresses them (organizational and technical support, methodology, organization of training sessions...) and interact with the HR manager in planning/conducting training; ▶ Follow the training received by the teams and gather contents for capitalization;
<p>5. REPRESENTATION AND COORDINATION:</p> <ul style="list-style-type: none"> ▶ In coordination with his/ her line manager, represent PUI in the project area with any relevant stakeholders, local, national and international partners, local community representatives in order to facilitate the implementation of the project's activities; ▶ Participate actively to the Protection Working Group, and other relevant Sub-Groups; participate to the elaboration of common tools and guidelines; ▶ Set up a network, coordinate and communicate to the stakeholders acting in the same areas; ensure effective coordination and collaboration with key stakeholders and partners – NGOs, civil society organizations (CBOs), community groups ▶ Work in close coordination with relevant staff in other PUI departments, including Food Security, Nutrition, Health, and MEAL to ensure the strong integration of other sectors and to promote the development of new concepts/approaches/collaborations for future programming; ▶ In the event of visits from Donors, participate actively in the preparation and the smooth organization of the visit.
<p>6. LOGISTICS AND FINANCE</p> <ul style="list-style-type: none"> ▶ Ensure budgeted action plans are prepared at the beginning of the project and that they clearly reflect the activity plan of the project; ▶ Be responsible for the budget lines under his/ her management, and provide forecasts on these budget lines on a monthly basis contributing to the monthly budget follow-up process; ▶ Comply with all logistics rules, procedures and processes, ensuring the timely supply of all logistics needs for the successful implementation of his/ her activities; ▶ Be responsible for the eligibility and good utilization of funds allocated to the activities under his/ her management; ▶ Analyze and propose solutions of budgetary reallocation if needed, after receiving a monthly updated financial follow-up (FFU) from the Finance Department; ▶ Fill the cash forecast according to his/her budget areas as per PUI internal procedures
<p>7. SAFETY AND SECURITY:</p> <ul style="list-style-type: none"> ▶ Ensure that the safety and security rules are known and respected by his/her team; ▶ Contribute to data collection on safety and security issues in his/her field of operations and disseminate them to the Field Coordinator regularly or on an ad-hoc basis if urgent. ▶ Ensure that projects, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons in harm's way. He/she alerts the Field Coordinator without delay, in case of impending danger to teams or beneficiaries.
<p>Focus on 3 priority activities related to the context of the mission</p>
<ul style="list-style-type: none"> ▶ Finalize the recruitment and induction of the PCO team ▶ Launch the Community Workers network in collaboration with Consortium partners and PUI PM Health/nutrition. Provide training and resources for the CWs to operate. ▶ Implement the activities as per the workplan and make the necessary adjustments ; ensure technical guidance and training to the team accordingly
<p>Team Management</p>
<p>Number of people to manage and their positions:</p> <ul style="list-style-type: none"> ▶ Direct management: 1 Deputy PM, 2 Supervisors, 8 Officers (national staff) ▶ Indirect management: 30 Community Outreach Workers (community volunteers with incentives)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
EDUCATION / TRAINING	<ul style="list-style-type: none"> ▶ Relevant Master degree from an accredited academic institution preferably in Psychology, Education science, Social Work ▶ Project management ▶ Needs assessment, PSEA, (S)GBV, CP case management 	<ul style="list-style-type: none"> ▶ MHPSS/ PSS ▶ Child protection
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian 	<ul style="list-style-type: none"> ▶ Min.3 years as a manager of humanitarian projects in the protection sector 	<ul style="list-style-type: none"> ▶ Experience in liaising with governmental authorities, other national/international institutions;
<ul style="list-style-type: none"> ▶ Technical 	<ul style="list-style-type: none"> ▶ Strong experience in community based protection activities and protection monitoring ▶ Experience in Protection case management ▶ Knowledge of integrated / multi-sector approach ▶ Previous experience with database systems 	<ul style="list-style-type: none"> ▶ Experience in the implementation of psychosocial activities
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Demonstrating good knowledge of UN and NGO mandates and programs in the humanitarian responses, post conflict construction and development/resilience ▶ Excellent planning and organizational skills ▶ Excellent writing skills ▶ Very good Knowledge of project management 	<ul style="list-style-type: none"> ▶ Knowledge of MEAL process
LANGUAGES		
<ul style="list-style-type: none"> ▶ English ▶ Hausa ▶ Kanury 	X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Google Earth ▶ QGIS 	X X	X

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

- ▶ Ability to provide/structure instructions clearly and concisely both orally and in writing
- ▶ A high sense of discretion and integrity when dealing with sensitive protection information
- ▶ High degree of responsibility, initiative, alertness, emotional stability, the ability to prioritize a heavy workload and to delegate accordingly
- ▶ Professional attitude and the ability to build successful working relationships with contacts outside of the projects. Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of community-based protection issues in the country of operation
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership
- ▶ Team player: proven management ability and inter-personal skills
- ▶ Excellent communication skills
- ▶ Problem solving and leadership skills
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to live in a large community
- ▶ Ability to work in volatile and secluded contexts

Conditions

Status

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

Salary Package

- ▶ **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

Costs Covered

- ▶ **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