

# JOB DESCRIPTION

## Preliminary job information

<b>Job Title</b>	<b>BASE LOGISTIC MANAGER</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA - MAIDUGURI</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Duration of Mission</b>	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 8 complementary sectors: health, food security, nutrition, protection, rehabilitation and construction of infrastructures, access to water, hygiene and sanitation and economic recovery. PUI is providing assistance to around 7 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) and in order to respond to the health, food security, nutrition and livelihood needs, PUI opened its Nigerian mission in 2016.

### General Context :

With the largest population in Africa (between 178 and 200 million inhabitants), Nigeria is ranked as one of the strongest economy of the continent relying on oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from important development disparities between North and South provinces of the country, social and economic inequalities, and from a high rate of corruption at every level of the economic and administrative systems. Moreover, Nigeria is a very diverse country, hosting multiple ethnic groups and religion.

The on-going conflict in the North-East States of the country (states of Borno, Adamawa and Yobe) and widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence from armed-opposition groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) targeting civilian populations in NE Nigeria. In October 2019, there were 2 019 000 internally displaced persons (IDPs) in the country according to the UNHCR and 7.1 million people were considered to be in a humanitarian emergency situation. Three years of conflict have seriously deteriorated living conditions in Borno, Adamawa and Yobe States and have depressed agricultural production, exacerbating populations' critical needs for life-saving assistance.

### The conflict in the North-East

In 2001, the group called Boko Haram initiated social action and education activities in response to a corrupt state that leaves out a large part of the population. Over the years, the group began to carry out violent actions and to start a real armed rebellion against the government of Nigeria. In 2015, the Nigerian army received military support from neighboring countries (Cameroon, Niger, Benin and Chad) and a Western military coalition (United States, France, United Kingdom) to support their actions against armed-opposition groups in NE Nigeria. In August 2016, a schism was observed between JAS (Jama'atu Ahlis Sunna Lidda'Awati Wal-Jihad - the historical branch) led by the historical member of the group: Abubakar Shekau and ISWAP, the current Caliphate province in West Africa led by Al Barnawi, appointed by Al Baghdadi of Raqqa. Since then, the State of Borno has been under the influence of these two armed groups and civilian populations subject to extreme violence and the devastating consequences of the conflict.

Since 2015, the Government of Nigeria (GoN) and his allies in the Multinational Joint Task Force (MJTF) have retaken control of some of the AOGs' controlled aread, starting with Maiduguri MMC and others towns, but the conflict continues, reducing humanitarian actors' access to civilians. This large-scale violence in north-eastern Nigeria and on its borders is causing massive internal displacement, particularly in Borno State, and has resulted in one of the world's largest protection crises, in which civilians face serious risks to their lives, safety, well-being and human rights.

### **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.

In 2019, AOG's areas of influence increased, while military reach decreased in the Northeast, according to INSO. Many LGAs are empty because people have fled to towns where there is a military presence.

OCHA has estimated that 800,000 people are still in inaccessible areas; these are arguably the most vulnerable populations. About 55% of the displaced are children, and the number of women and child-headed households is increasing as male heads of household have either disappeared, been killed or are afraid to return to their families. Sexual and gender-based violence (SGBV) is prevalent, and many people have suffered the trauma of violent experiences. Given the active hostilities between various groups, reduced access to basic services, disruption of livelihoods and increased attacks by armed groups against civilians, internal displacement is not expected to slow down. Finally, given the recent deterioration in the overall security and humanitarian situation, further influxes into the security zones are still expected in the coming year. Millions of people in north-eastern Nigeria depend on humanitarian assistance for survival. Despite significant improvements in 2017 and 2018, the food security and nutrition situation remains fragile in the north-east, with almost 3 million people in the BAY states in need of food aid in September 2019. More than 5 million people are in need of health assistance, as two thirds of the health facilities in the BAY states have been damaged by the conflict. Basic survival needs are compounded by barriers to access and security.

Humanitarian access is often impeded or restricted due to ongoing hostilities, threats of attack, improvised explosive devices and unexploded ordnance, and impassable roads and bridges. The humanitarian community also faces movement restrictions imposed by parties to the conflict. Many areas in Borno State are considered high-risk areas for humanitarian actors, limiting access to vulnerable communities.

In determining the scale of the response for 2019 (over US\$1 billion in consolidated appeals), humanitarian partners agreed to focus on those states assessed as most affected by violent conflict, destruction of infrastructure, massive displacement, ongoing insecurity and related factors. The most critical areas in need of humanitarian assistance are in Borno, Adamawa and Yobe States, where millions of people are in urgent need of life-saving assistance.

This conflict and the lack of basic services that preceded it have created acute humanitarian and protection needs for those affected by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Recent studies reveal severe acute malnutrition rates and very high food insecurity for people in the north-eastern part of the country in Borno State. Some landlocked geographical areas may even face starvation.

### **PUI's strategy/position in the country**

For the year 2020 our operational strategy is based on the following objectives :

- ▶ Increase basic humanitarian assistance coverage to those in need within Borno State
- ▶ Contribute to developing a deeper understanding of the humanitarian needs within communities
- ▶ Food and nutrition insecurity is reduced for crisis-effected populations
- ▶ Self-reliance is strengthened within accessible and safe regions
- ▶ The overall protection environment of targeted communities is enhanced
- ▶ Vulnerable and conflict-affected individuals with specific protection needs and risks can access specialized protection services
- ▶ Contribute to the reduction of morbidity and mortality especially for women, children

And the main programmatic objectives of the mission for 2020 can be synthetized 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, MHPSS, WASH... to the response portfolio (either directly or through coordinated approach with external actors)
- ▶ Develop the support to vulnerable populations in Monguno, through the continuity of 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 2020, 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

<b>BUDGET ESTIMATE 2020</b>	<b>16.2 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE)</b> <b>MAIDUGURI (COORDINATION OFFICE),</b> <b>MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	26
<b>NUMBER OF NATIONAL STAFF</b>	350
<b>NUMBER OF CURRENT GRANTS</b>	4
<b>MAIN PARTNERS</b>	ECHO, USAID/OFDA, USAID/FFP, WFP
<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) and MHPSS Nutrition Protection Logistics

## Job Description

### Overall objective

The Base Logistic Manager is responsible to manage the logistics department in Maiduguri under the direct supervision of the Field Coordinator and with the technical support of the Logistics Coordinator, in order to support the implementation of the programs activities on a timely and good quality basis, and in compliance with PUI procedures and donors' guidelines.

### Tasks and Responsibilities

- ▶ **Team Management:** He / She oversees the recruitment, training, organization and management of logistics teams (PUI employees and potential daily workers), giving direct supervision to the national team and building capacities of the staff
- ▶ **Base logistical support:** He/She oversees all the necessary logistical operations to ensure the proper opening and the proper functioning of the base, and ensures the roll out of standard internal logistic procedures.
- ▶ **Assets and premises:** He/She ensures the good management of all the equipment's, including fleet and premises at base level in compliance with PUI procedures and donors' guidelines
- ▶ **Safety & Security :** He/She assists the Field Coordinator with safety & security management. He/She is directly responsible of the daily, concrete aspects of the base's safety management.

- ▶ **Coordination, reporting and dissemination of information** : He /She coordinates with the different department (program and admin) and ensures all the reporting and information is compiled and disseminated among concerned services.
- ▶ **Capacity building**: Coach relevant deputy logistics manager and logistic staffs. Facilitate the development of a high quality of logistics staff, which fully addresses the roll out and consolidation into their daily work.

## Specific Goals and Related Activities

### 1. TEAM MANAGEMENT

- ▶ He/She design the team set-up and size according to the support needs of the base.
- ▶ He/She oversees the hiring process of the whole logistic team and participates in any decision related to the termination of employment contracts of national employees.
- ▶ He/She supervises and manages directly his/her team
- ▶ He/She guides the work of the logistics teams, tracks the realization of their objectives, and leads the mid-term and final staff evaluations.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI on the site.
- ▶ He/She assumes or delegates responsibility for the induction of new members of his team, ensuring the project and base context, the relevant PUI tools and policies are well understood
- ▶ He/She completes basic training programs for national employees and identifies additional training needs and sets up adequate training programs (organizational support, methodology, and technical support as the case may be organization of training sessions).
- ▶ He/She prepares the job profiles of national employees under his/her immediate supervision

### 2. PROVIDE LOGISTIC AND SUPPLY CHAIN SUPPORT AT BASE LEVEL

#### a- LOGISTICS SUPPORT

- ▶ He/She ensures the proper smooth running of the base which includes : finding adequate infrastructures and furniture, ensuring procedures and premises meet basic PUI security requirements, ensuring the supply of all necessary material to launch the activities setting up and monitor internal logistic procedures on the base (especially market analysis and supply procedures)
- ▶ He/She ensures that the needs of the site are met (support, programming) and reports the needs to the Field Coordinator, while making sure that all donor and internal procedures are respected, and that commitments are in line with available budgets.
- ▶ He/She ensures that the site is equipped with the minimum of infrastructure (offices and housing) necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ He/She oversees the vehicle fleet, and more globally ensures its proper functioning, as well as the maintenance of all equipment belonging to the site.
- ▶ He/She organizes the movement of vehicles on a weekly basis.
- ▶ He/She ensures adequate storage arrangements for all property and equipment.
- ▶ He/She ensures proper delivery of all purchases planned for the operational sites.
- ▶ He/She prepares and updates the inventory of supplies and equipment for the site, and submits it to the Log Coordinator.

#### b- Supply Chain

- ▶ He/She guarantees that procurement procedures are respected according to the donors' and PUI's guidelines.
- ▶ He/She guarantees the validity of all the procurement files according to PUI's SC policy by regular visits of control (direct check of the folders
- ▶ He/She works in close collaboration with the person requesting the purchase, with strong technical specificity, and carries out any appropriate conformity tests if required.
- ▶ He/She centralizes and optimizes the grouping of purchases
- ▶ He/She is responsible of the procurement validation in order to guarantee the respect and the good application of PUI procedures before submitting to the SCM
- ▶ He/She checks and analyses the purchase follow up every week and gives some support to the logisticians if issues are identified.
- ▶ He/She supervises the identification and referencing of suppliers

- ▶ He/She ensures that purchase files are correctly archived and sent to coordination on time ( correlatively with Accounting files)
- ▶ He/She contributes to plan and eventually supervise the shipment and delivery of materials/equipment up to their final destination.
- ▶ He/She ensures the movement/transfer of documents is properly referenced.
- ▶ He/she is responsible of the logistics budget and of its proper follow up

#### **b- ASSETS AND PREMISES' MANAGEMENT**

- ▶ He/She ensures that all the assets affected to Base are properly identified and registered in compliance with PUI procedures and donors' guidelines.
- ▶ He/She ensures the good use and maintenance of all assets at Base level in compliance with PUI procedures and following manufacturers' user manual
- ▶ He/She Coordinates the IT assets' maintenance.
- ▶ He/She ensures the proper maintenance of all premises at Base level (guesthouse, Office, PHCC, Nutrition sites).
- ▶ He/She participates to premises' administrative management at Base level with the support of the Base Admin base and under the supervision of the Base Field Coordinator.
- ▶ He/She ensures that all the energy means necessary at Base level are available and are managed in compliance with PUI procedures.
- ▶ He/She ensures the identification of the needs regarding assets and premises in the context of proposals' writing.

#### **c- COORDINATION, REPORTING AND DISSEMINATION OF INFORMATION**

- ▶ He/She is the main focal point for Program Managers at Base level for any logistics' related issue.
- ▶ He/She ensures the good coordination with Base Admin Department to express the finance needs of Base Logistics Department.
- ▶ He/She participates to any relevant internal and external meeting at Base level and participates actively.
- ▶ He/She ensures the good technical coordination between the Base Logistics Department and Logistics Coordination Department.
- ▶ He/she ensures the monthly reporting of the department
- ▶ He/She ensures the proper dissemination and archiving of all the Base Logistics Department documentation, in in compliance with PUI procedures and donors' guidelines.

#### **d- CAPACITY BUILDING**

- ▶ He/She will design logistics training appropriate to the change of the needs
- ▶ He/She will work closely with the deputy logistic manager to support the design and training materials, where required
- ▶ He/She will deliver the training in an engaging and user-friendly manner, ensuring all stakeholders receive the necessary training and highlighting any issues.
- ▶ He/She will verify the full understanding of the trained staff, ensuring readiness for roll out and consolidation

#### **e- ENSURING THE SECURITY OF GOODS AND PEOPLE**

- ▶ He/She ensures that the material and other resources at base level are sufficiently adapted to the safety management approach defined for the base.
- ▶ He/She participates in analyzing the base's safety circumstances and conditions, alerts and issues recommendations to the Field Coordinator concerning potential changes relating to risks as well as measures to be put in place.
- ▶ He/She ensures that all premises at Base level are properly equipped in compliance with PUI security guidelines (hibernation kits, first aid kits and extinguishers notably).
- ▶ He/She ensures that all transportation means at Base level are equipped and used in compliance with PUI security guidelines.
- ▶ He/She participates under the supervision of Base Field Coordinator to the base security plan review and to the context follow-up.
- ▶ He/She acts as security focal point in the base when the field coordinator is absent.

### Focus on main priorities activities relating to the context of the mission

- ▶ Launching and close follow-up with base procurement processes in coordination with Country Logistics Coordinator, as technical lead
- ▶ Launch of new Framework for markets to be identified.
- ▶ Compilation of prices and suppliers list for the base
- ▶ Enhance planning capacities at base level including close update on procurement follow-up tools and training of logistics team and program managers
- ▶ Ensuring PUI logistic tools and procedures are implemented at the field level and followed
- ▶ Ensures that a regular biannual physical asset verification is carried out at the base
- ▶ Ensures a regular quarterly technical meeting regarding logistical issues and support with the Logistics Coordinator.
- ▶ Reinforce the capacity building of the team

### Team Management

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

- ▶ Direct management:
  - National Staff: 1 Deputy
- ▶ Indirect management:
  - National Staff: 2 Officer, 4 assistants, 6 cleaners, 2 cooks, 29 guards
  - Non PUI staff: around 30 contracted drivers

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Bach/Master or relevant training in Logistics (Supply Chain Management notably).</li> </ul>	<ul style="list-style-type: none"> <li>▶ Logistics (assets &amp; premises management)</li> <li>▶ Technical ( Energy and IT management)</li> <li>▶ Security Management</li> <li>▶ Bioforce</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Minimum 1 year's experience in humanitarian work</li> <li>▶ Minimum 1 year's experience in technical work</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience in Team Management</li> <li>▶ One experience in base/mission opening</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Team Management</li> <li>▶ Logistical skills</li> <li>▶ Stock Management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of procedures: institutional donors (ECHO, OFDA, CDCS, FFP, UNICEF ...)</li> <li>▶ Knowledge of PUI procedures</li> <li>▶ Staff training and capacity building</li> </ul>
<b>LANGUAGES</b>	X	X
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Arabic</li> </ul>		

<b>SOFTWARE</b> ▶ Pack Office	X	
<b>Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)</b>		
<ul style="list-style-type: none"> <li>▶ Leadership skills and ability to take decisions</li> <li>▶ Ability to work independently while taking initiatives and showing a sense of responsibility</li> <li>▶ Organization, rigor and ability to meet deadlines</li> <li>▶ Analytical (discernment, pragmatism) and synthesis skills</li> <li>▶ Ability to show authority, if necessary</li> <li>▶ Capacity to adapt and showing organizational flexibility</li> <li>▶ Ability to work and manage affairs professionally and with maturity</li> <li>▶ Sense of diplomacy</li> <li>▶ Strong listening, negotiation and communication skills</li> <li>▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies</li> <li>▶ Ability to remain calm and level-headed</li> <li>▶ General ability to resist stress and particularly in unstable circumstances</li> <li>▶ Ability to integrate local environment into operations, in its political, economic and historical dimensions</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>▶ Ability to implement various intervention strategies based on difficult security logistics, humanitarian context, and to adapt quickly in response to new constraints (security, logistics)</li> </ul>		

<b>Conditions</b>
<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 1 815 up to 2 145 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 LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>