Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Area Manager Nigeria, Maiduguri

Reports to: Country Director

Supervision of: Security Coordinator, Field Coordinators, Project Managers, Support Coordinator

Duty station: Maiduguri (100%)

Travel: 25%

Grade: 10

Project number: NGFP0000

Duration and type of contract: 12 months with possibility of extension

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

**Context**

NRC has been present in Nigeria since 2015 and has been working to help displacement affected communities meet their basic needs, improve their livelihoods, access essential services, and enhance their resilience to future shocks through our six core competencies: water, sanitation and hygiene (WASH), Shelter, Education, Information-Counselling and Legal Assistance (ICLA), Livelihoods and Food Security (LFS), Camp Management, and Protection. NRC provides immediate assistance during the onset of emergencies through the rapid response mechanism (RRM).With a workforce of 370 staff and presence in key locations such as Maiduguri (in Borno State), Yola (in Adamawa state) and JOS (in Plateau state), NRC is able to respond to the needs of those affected by the conflict across North-East, and North Central Nigeria. These strategic locations have allowed NRC greater reach from the north and south parts of the North-East and North Central region, and allowed NRC to contribute to bridging the gap between humanitarian aid and development cooperation, including through focusing on equitable access to basic services and strengthening the rights of displaced people and returnees. In addition to the Country Office, and the above mentioned Area Offices, NRC has sub-offices structures in Dikwa, Monguno, Biu, Mubi, Pulka and Gwoza.

1. **Role and responsibilities**

The purpose of the Area Manager position is to ensure high quality and cost effective programme/project implementation within the designated geographical area. In Nigeria, this position is a key member of the County Management Group (CMG). The following is a brief description of the role.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Line management for senior project staff and support functions (and Field Office Coordinators) in the area
2. Compliance with and adherence to NRC policies, guidance and procedures
3. Provide area specific input on CC strategies, Country Strategy and Plan of Action
4. Organize grants opening and closure meetings at area level
5. Implementation of projects (including master support budget and coordinating input for donor proposals and reports) in the area, in compliance with contractual commitments (i.e. quality, synergies, timeliness, use of resources).
6. Ensure optimal use of resources within the allocated project budgets and CC strategies
7. Represent NRC and networking on area level while promoting the rights of IDPs/returnees in line with the advocacy strategy
8. Ensure that capacity building is provided to all staff in the area
9. Ensure overall security and safety of staff in the area
10. Assess needs, develop emergency response and implement response plans

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

* Represent to all appropriate authorities and act in all official work concerning the Norwegian Refugee Council in Maiduguri, Nigeria
* Establish a good working environment based on the NRC values
* Coordinate all area level programme and operational activities
* Conduct regular field missions to monitor project implementation
* Lead the area Grants management (GOM, GR and GEM) with the coordination and technical support of the Grants Manager(GM).
* Identify, initiate and follow up on advocacy issues at area level in close coordination with the Advocacy Manager and Country Director.
* Ensure support functions are managed according to NRC policies
* Ensure legally binding financial contracts and payments at area level are made as per the threshold limit stipulated on the authorization table.
* In collaboration with the HSS Manager, ensure that the Security Plan for the area is updated regularly
* Report to the Country Director any violations of NRC’s Personnel policies and Code of Conduct
* Ensure that NRC staff adheres to NRC´s security rules and guidelines
* Ensure quality documentation of all NRC activities at area level
* Undertake Official correspondence at area level.
* Through close monitoring of the context, develop approaches and activities ensuring promotion of the Do No Harm principle

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Strategy and project planning: Head of Programmes, Protection and Advocacy Manager, HSS Manager, Humanitarian Access Coordinator
* Line management and budget management: Security Coordinator, Field Coordinators, Project Coordinators/Project Managers, Support Coordinator
* Programme development: Head of Programmes
* Protection and Advocacy Manager
* Finance and logistics department at Country level

Scale and scope of position

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| --- | --- |
| Staff: | 5 Project Managers (PMs), 1 HSS Coordinator, 2 Field Coordinators, 1 Support Coordinator. |
| Stakeholders: | State Government Officials, Access Working Group (Maiduguri), UN-OCHA, Local Community Leaders and other justice service providers, other UN agencies and INGOs. |
| Budgets: | (AFD, ECHO, FCDO, GFFO, GIZ, INTPA, SIDA, OFDA, OCHA-NHF and NMFA) |
| Information: | GORS, Agresso, Webcruiter, Intranet |
| Legal or compliance: | Compliance with donor policies and reporting responsibilities, Code of Conduct, Security Policies. |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

• Minimum 5 years of experience in a senior management level position in a humanitarian/recovery context

• Experience from working in complex and volatile contexts

• Technical expertise in Protection, Shelter, WASH or Food Security will be a distinct advantage

• Documented results related to the position’s responsibilities

• Knowledge on own leadership skills/profile

• Fluency in English, both written and verbal

**Context/ Specific skills, knowledge and experience:**

• Knowledge of the context in Nigeria

• Experience with rapidly growing programmes

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioral competencies and the following are essential for this position:

* Managing resources to optimize results
* Managing performance and development
* Empowering and building trust
* Handling insecure environments

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework

*By signing this job description, the employee accepts the terms of reference in addition to the NRC Guiding Principles, Security Policy, the NRC Code of Conduct and the general terms and conditions as stipulated in the Contract of Employment with NRC.*

Employee Name Signature Date

Supervisor’s Name