Job Description

Position: Shelter Core Competency (CC) Project Manager Nigeria Maiduguri

Reports to: Area Manager North

Supervision of: Shelter project team in Maiduguri

Duty station: Maiduguri

Grade: 8

Travel: 40% within the field offices

Project number: NGFM2112, NGFM2205, NGFM2303

Duration: December 2023, renewable based on funding and performance

All NRC (Norwegian Refugee Council) employees are expected to work per the organization’s core values of dedication, innovation, inclusivity, and accountability. These attitudes and beliefs shall guide our actions and relationships.

**Background:**

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 (CCs): Water, Sanitation and Hygiene (WASH), Shelter, Education, Information-Counselling and Legal Assistance (ICLA), Livelihoods and Food Security (LFS), Camp Management and Camp Coordination (CCCM), and Protection from Violence. 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.

1. **Role and responsibilities**

The Shelter Project Manager (SPM) is responsible for the direct implementation of the Shelter CC project and will provide regular technical support and monitoring visits to all program areas to ensure that interventions consider international best practices and are appropriately meeting the needs of the participants in target communities. S/he will represent NRC at coordination forums, as delegated by the Area Manager.

This position report to the North Area Manager and is a key member of the Area Management Group.

Generic Responsibilities

* Manage the area office shelter project team
* Ensure compliance with NRC policies, guidance, and procedures
* Contribute to the development of country, area and project strategies, initiate, and participate in the development of relevant shelter projects
* Coordinate and manage project implementation, including activities, budget, spending plans, work plans, reports, and project documentation, in accordance with proposals, strategies, and donor requirements
* Implement technical direction and ensure high technical quality of projects
* Provide regular progress reports to the Area Manager and Shelter Specialist
* Ensure that projects target program participants who are most in need of protection; explore and assess new and better ways to assist
* Develop and manage the project budget (in cooperation with the Shelter CC Specialist) and coordinate across CCs
* Ensure recruitment and capacity building of project staff and transfer key skills
* Liaise and collaborate with relevant local authorities and other key stakeholders
* Promote the rights of IDPs (Internally Displaced Persons) and returnees in line with the advocacy strategy

Specific responsibilities

**Program Development:**

* Contribute to the situation analysis, identify needs, and actively take part in developing project strategies
* Lead the design and conduct quality technical and needs assessments, working with the Shelter Specialist and M&E (Monitoring & Evaluation) Focal Point, and submit timely quality reports
* Contribute to the development of concept notes and proposals
* Proactively work with M&E to lead and/or support the documentation of lessons learned, best practices, and case studies for projects to inform the improved design of new projects and highlight NRC work to key stakeholders
* Proactively engage with potential donors at the field level through effective coordination and collaboration, working with the Area Manager

**Project Management:**

* Prepare and deliver detailed project implementation, procurement and budget spending plans in a timely manner, ensuring that off-targets are identified and mitigated promptly
* Ensure availability of quality partnership assessment, partnership plan, and ensure that relevant MoUs (Memorandum of Understanding) and other support documentation and resources are in place to work with local partners
* Provide guidance and technical support to staff on implementation modalities, plans, and strategies, including the development and rollout of remote management plans, partnership strategy and plans, advocacy plan, and risk analysis
* Ensure the integration of other Core Competencies in both design and implementation of actions
* Manage assigned human resources, incl. recruitment, f planning and management processes, and conduct staff performance and development management
* Conduct frequent field visits to project areas to ensure quality implementation through technical and managerial guidance, support, and monitoring
* Conduct monthly project progress reviews, including progress against objectives, indicators, activities, as well as budget vs. actual spending, and report to the Area Manager on the project progress
* Ensure project budget management incl. the monitoring of projects, take corrective measures and ensure the effective use of resources
* Ensure quality and timely preparation of donor reports, project reports, and any other NRC internal reports as required
* Ensure compliance during project implementation with donors and NRC regulations, working closely with the Grants and Shelter Specialist and ensure adherence to available guidelines
* Work closely with the M&E (Monitoring & Evaluation) team to support the continuous monitoring of project implementation, quality, the measuring of all indicators, and ensuring that NRC accountability mechanisms CFM (Complaints and Feedback Mechanisms) in place are reviewed, known to and utilized by the project participants

**Capacity Building:**

* Identify learning and training opportunities for project staff and partners and work as a mentor and role model for less experienced staff
* Work with the Shelter Specialist to provide necessary technical training and develop appropriate technical guidelines and materials for NRC’s and partner’s staff

**Representation, Coordination, and Advocacy:**

* Develop and maintain collaborative and effective partnerships with NGOs (non-governmental organizations), CBOs (Community-Based Organizations) and government partners
* Ensure the effective participation of stakeholders in project implementation
* Ensure the development of advocacy messages within projects, ensuring linkages to the overall Nigeria country program, and to the advocacy strategy
* In collaboration with senior program staff, assist in advocacy activities that target decision-makers at all levels
* In collaboration with the Shelter Specialist, feed in learning, experiences, and evidence to relevant global advocacy objectives

Critical interfaces

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

* Proposal development: Area Managers, CC Specialists, Field Office Coordinators
* Programme implementation: Area Manager, CC Specialists, Head of Programme, Field Office Coordinators
* Stakeholders: relevant UN agencies, local authorities, CBOs
* Budget program overview and allocation of shared costs: Finance Manager, Area Managers
* Grants management: Area Managers, Grants Manager, CC Specialists, Head of Programme, Head of Support
* Capacity development: CC team, CC Specialist, HR (Human Resources) and Admin Manager, and L&D (Learning & Development) Coordinator
* Implementation: CC Team Leader and Officers, Field Office Coordinators
* Administration: HR and Admin, Finance and Logistics teams
1. **Competencies**

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

A. Professional competencies

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

**Generic professional competencies for this position**:

* Bachelor's degree or equivalent in civil or architectural engineering. Degrees in social work, social science, humanities, or other related degree
* Minimum of three years of professional experience leading, managing, and implementing emergency response programs in shelter programming in a humanitarian and/or recovery context
* Demonstrated experience in grant management, budgeting, and proposal writing
* Strong budgeting and budget monitoring skills, including proficiency with MS Excel
* Demonstrated ability to manage multiple priorities, deadlines, and tasks efficiently
* Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, humanitarian community and to the private sector
* Experience in supporting the Logistics and Procurement department in the procurement of non-food, shelter and hygiene items and diverse types of constructions and rehabilitation activities
* Excellent interpersonal, communication, public speaking, and strategic planning skills are required
* Fluency in English, both written and verbal, as well as excellent report writing skills

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

* Knowledge of NGOs operations and humanitarian sector dynamics in Borno State is an advantage
* Demonstrated background and knowledge of major humanitarian donors, particularly BHA (Bureau for Humanitarian Assistance), UNICEF (United Nations Children Fund), ECHO (European Civil Protection and Humanitarian Aid Operations), and UNHCR (UN High Commissioner for Refugees)
* Previous experience in emergency preparedness and response
* Demonstrated experience in successfully managing, and capacity building a multicultural team
* Previous experience in partnerships with local governments and CBOs, providing capacity building, coaching, and collaborating on project design and implementation
* Willingness to travel and work in hard-to-reach areas under strenuous conditions
* Good cultural awareness and sensitivity
* Experience with start-up or expansion of new programmes

B. Behavioral Competencies

* Handling insecure environments
* Strategic thinking
* Empowering and building trust
* Influencing
* Initiate action and change
* Analytic thinking
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