



	TERMS OF REFERENCE (TOR)
	Job Title: Health Project Coordinator
	Section: Health
	Job Reference Code: H&NR001
	Duration: 8 months
	Duty Station: Adamawa state (With frequent travels across the area of operations)
	Reports to: Head of Programs
	Start Date: ASAP
	<p>Purpose of Assignment: The Health coordinator provides professional technical assistance and support for project design, planning, implementation, monitoring, evaluation, and administration/review of project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health project goals and strategy. This position will support First Step Action for Children Initiative emergency response delivering critical services to women, girls and Persons with Disabilities. The Health Coordinator will appoint physicians and nurses in clinical roles throughout the intervention to specific tasks as appropriate. This Health Coordinator will conduct assessments and start up activities. The role has responsibilities for recruitment, reporting, coordination, training, identifying gaps in programming and staffing, and any other required duties within as directed by the HoP</p>
Major duties and responsibilities:	
	<p>Program Management</p> <ul style="list-style-type: none"> • Manage day to day International Medical Corps health programs providing direct supervision to medical staff and technical support to non-medical staff related to health programming. • Work closely with HoP and field teams to determine the operational needs of the health project/program within the scope of the grants • Work closely with the medical clinical supervisors and health teams to ensure high quality service provision for beneficiaries using nationally or internationally accepted standards • Analyze field reports to monitor drug consumption per site and adjust procurement plan and activities in coordination with Medical Clinical Supervisors and procurement & Logistics Officer • Implement data management systems ensuring daily data output and reporting • Assist in the adjustment of data management systems streamlining data for new projects and local health department • Review and provide input for reports in order to analyze trends and adjust programs as needed • Work with direct line HoP, field teams and national health/state authorities for outbreak preparedness and contingency planning • Work with field teams to ensure continued provision of basic life serving services in case of evacuation or relocation due to insecurity • Work with HoP and field teams to plan for future program directions in terms of beneficiary needs • Work with HoP and field teams to contribute to concept notes for future funding following donor protocols and formats • Work with field teams and logistics to procure drugs in a timely manner to ensure adequate supply based on site consumption while adhering to national drug protocols and program budgets. • Deployed personnel are expected to assist with the setup, maintenance and demobilization as required. The Health Coordinator shall also be responsible for disposition of medical equipment, consumables and pharmaceuticals
	<p>Representation</p> <ul style="list-style-type: none"> • Attend coordination meetings as needed • Represent the organization at task force meetings, assessment, coordination meetings as needed • Liaise with MOH on matters related to the program to ensure programmatic accountability as needed • Participate in media relations, public outreach and awareness initiatives, including coordinating and responding to inquiries, acting as a spokesperson, or identifying and preparing spokespeople for local, national and international media at the request of the Communications department. • Participate in coordination meetings and communicate relevant information to HoP and other health staff as needed • Ensure maximum visibility of the FSACI amongst the NGO community • Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and stand-point with regard to internal and external actors

	<p>Work plan and objectives are effectively implemented, and planned results are timely delivered through technical support and coordination.</p> <p>Lead in the development of the work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required and communicate to the Head of Programs. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration with stakeholders and team members. Lead in the planning and organizing training/development activities to upgrade the capacity of the project staff as well as government and NGOs in the development, implementation and management of Health project/program.</p> <p>Lead in Identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the project staff as well as for government personnel and beneficiaries.</p>
	<p>Human Resource Management</p> <ul style="list-style-type: none"> • Assist in the selection, training, and mentoring of qualified health staff, recommend promotions, disciplinary action and termination as needed • Supervise the day-to-day health staff to ensure smooth and effective operations, including the appointment of the clinical team leader • Work with HR Officer to ensure compliance to local labor laws including working hours • Maintain open lines of communications with all field staff
	<p>Training and Capacity Building</p> <ul style="list-style-type: none"> • Work closely with the medical clinical supervisors to determine the technical and non- technical training needs of the Nurses/Midwives to ensure high quality program implementation and compliance with minimum standards • Train MoH staff to build their capacity and ensure sustainability of program • Advocate and plan for refresher trainings to enhance the skills of health workers
	<p>Transparency is ensured for distribution of essential commodities for Health & Nutrition.</p> <p>Coordinating with Field team and Procurement/Logistics officer on distribution of essential commodities selected PHCs and households are conducted in transparent manner in accordance with FSACI accountability procedure</p> <p>Liaises with HoP to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within approved budget lines.</p>
	<p>Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.</p> <p>Exchanges information and knowledge with the sector to contribute to achievement of overall sector objectives.</p> <p>Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate project information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition; and to widen partnership with all sector stakeholder at national, state, LGA, community and household levels as well as with funding partners in order to accelerate achievement of Health and Nutrition related MDGs goals.</p> <p>Keeps close contacts with sector stakeholders, including the Government, UN Agencies, international and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on program/project development and implementation. Shares knowledge, information, experience and lessons learned.</p>
	<p>Up to date program information is kept available and reports prepared to support the Health & Nutrition program by the effective implementation of integrated monitoring system.</p> <p>In consultation with M&E officer, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.</p> <p>Ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized to feed into to M&E monitoring plan.</p> <p>Analyses monitoring data and provides recommends adjustment as appropriate to the Head of Programs to ensure achievement of the overall objectives.</p> <p>Ensure timely preparation of Monthly/quarterly/annuals reports in compliance with the established provision of the Agreement</p> <p>Lead in the drafting and preparation of project/program reports for management, Board, donors, budget reviews, program analysis, and annual reports, as required.</p>
	<p>Working Relationships</p> <ul style="list-style-type: none"> • Support the HoP and Health workers to ensure program activities and objectives are implemented appropriately and communicated

	<ul style="list-style-type: none"> • Maintain strong working relationships with Finance, Logistics, HR/Admin and field team to ensure smooth implementation of program activities
	<p>Policy Adherence</p> <ul style="list-style-type: none"> ● Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve ● Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. ● Adhere to the Adamawa state Health Crae Development Agency Code of Conduct, for health at all times. ● Adhere to the national protocols at all times ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required</p>
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.</p>
	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p>	
	<p>EDUCATION & OTHER SKILL: MBBS, BSc Nursing, MPH or other relevant disciplines.</p> <p>WORK EXPERIENCE: Four years of professional work experience in planning, programming, implementation monitoring and evaluation of Nutrition project/program. Professional work experience in a project/program management function or a technical expert capacity in health or Nutrition care</p> <ul style="list-style-type: none"> ● Background/familiarity with Emergency. ● Excellent communications skills, both oral and written ● Extremely flexible, and have the ability to cope with stressful situations and frustrations ● Strong writing and presentation skills ● Proven capabilities in leadership required <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p>
	<p>Closing date:3rd March. 2024</p>
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>

	TERMS OF REFERENCE (TOR)
	Job Title: Nutrition Coordinator
	Section: Nutrition
	Job Reference Code: H&NR002
	Duration: 8 months
	Duty Station: Adamawa state (With frequent travels across the area of operations)
	Reports to: Health Coordinator
	Start Date: ASAP
	<p>Purpose of Assignment: The Nutrition coordinator provides professional technical assistance and support for project design, planning, implementation, monitoring, evaluation, and administration/review of project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with project goals and strategy.</p>
	Major duties and responsibilities:
	<p>Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting. Support in the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analyzing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the project documents as required. Contributes to the consultation and coordination with key partners at all levels.</p>
	<p>Technical assistance is provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with partners. Provides technical assistance on the implementation of the Health & Nutrition project areas of focus. Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone. Lead in the design, planning, monitoring and evaluation of the Health & Nutrition project to be implemented in selected locations in Adamawa state. Leads the improvement of project delivery with emphasis on sustainability of intervention and community participation based on FSACI'S strategy and approach to programming.</p>
	<p>Work plan and objectives are effectively implemented, and planned results are timely delivered through technical support and coordination. Lead in the development of the work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required and communicate to the Head of Programs. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration with stakeholders and team members. Lead in the planning and organizing training/development activities to upgrade the capacity of the project staff as well as government and NGOs in the development, implementation and management of Health and Nutrition project/program. Lead in Identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the project staff as well as for government personnel and beneficiaries.</p>
	<p>Project efficiency and effectiveness are enhanced through effective implementation follow-up. Provides timely implementation follow-up, including monitoring inputs and resources and project status to ensure project efficiency and effectiveness.</p>
	<p>Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender sex aggregated data and inputs provided relevant to the Health & Nutrition project/program. conduct field visits to project sites for monitoring project activities and follows up with state/LGA and field team on project implementation. Identify necessary action for adjustments, acceleration, improvement and sustainability and reports to Head of programs the outcome of field monitoring and organize review meetings relevant stakeholders and drafts changes in work plans as required.</p>
	<p>Transparency is ensured for distribution of essential commodities for Health & Nutrition. Coordinating with Field team and Procurement/Logistics officer on distribution of essential commodities selected PHCs and households are conducted in transparent manner in accordance with FSACI accountability procedure</p>

	<p>Liaises with HoP to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within approved budget lines.</p>
	<p>Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking. Exchanges information and knowledge with the sector to contribute to achievement of overall sector objectives. Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate project information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition; and to widen partnership with all sector stakeholder at national, state, LGA, community and household levels as well as with funding partners in order to accelerate achievement of Health and Nutrition related MDGs goals. Keeps close contacts with sector stakeholders, including the Government, UN Agencies, international and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on program/project development and implementation. Shares knowledge, information, experience and lessons learned.</p>
	<p>Up to date project information is kept available and reports prepared to support the Health & Nutrition project by the effective implementation of integrated monitoring system. In consultation with M&E officer, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders. Assists the monitoring team to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized to feed into to M&E monitoring plan. Analyses monitoring data and provides recommends adjustment as appropriate to ensure achievement of the overall objectives. Ensure timely preparation of Monthly/quarterly/annuals reports in compliance with the established provision of the Agreement Lead in the drafting and preparation of project/program reports for management, Board, donors, budget reviews, project analysis, and annual reports, as required.</p>
	<p>Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided. Lead in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists the sector in monitoring and assessing the nature and extent of the emergency in the assigned area.</p>
	<p>Policy Adherence</p> <ul style="list-style-type: none"> ● Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve ● Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. ● Adhere to the Adamawa state Health Crae Development Agency Code of Conduct, for health and nutrition at all times. ● Adhere to the national protocols at all times
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.</p>

	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)	
	<p>EDUCATION & OTHER SKILL: MBBS, Nutrition, Food Science, MPH or other relevant disciplines.</p> <p>WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • Four years of professional work experience in planning, programming, implementation monitoring and evaluation of Nutrition project/program. Professional work experience in a project/program management function or a technical expert capacity in health or Nutrition care. • Field work experience. • Background/familiarity with Emergency. • Excellent communications skills, both oral and written • Extremely flexible, and have the ability to cope with stressful situations and frustrations • Strong writing and presentation skills • Proven capabilities in leadership required <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p>
	Closing date:3rd March 2024
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>



	TERMS OF REFERENCE (TOR)
	Job Title: Medical clinical supervisor
	Section: Health
	Job Reference Code: H&NR002
	Duration: 8 months
	Duty Station: Adamawa state (With frequent travels across the area of operations)
	Reports to: Coordinator
	Start Date: ASAP
	<p>Purpose of Assignment: The Medical clinical supervisor provides professional technical support and on job training for the MOH staff in the supported primary health facilities, under the direct supervision of Health & Nutrition Coordinators, the Medical clinical supervisor plans, supervises CHEWs to ensure increase access to quality nutrition/SRH services for women, girls, & PLWDs living in communities with limited access quality health services by providing including BEmONC, CMAM, ANC, PNC, basic emergency obstetric and neonatal care, family planning, case finding, deliveries etc. In accordance with the project design, planning, implementation, monitoring and report progress of support of the planned objectives to aligned with project goals and strategy.</p>
Major duties and responsibilities:	
	<ul style="list-style-type: none"> • Provides technical support/assistance on the integrated Health & Nutrition services to MoH staff at the supported PHCs in collaboration with nurses and midwives, particularly including BEmONC, CMAM, ANC, PNC, HIV/AIDS. WASH, basic emergency obstetric and neonatal care, family planning, case finding, deliveries etc in line with FG MOH guidelines and universal standards to ensure quality and continuity of care. That Contributes to build experience/skills and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition.

	<ul style="list-style-type: none"> • Provide technical support and mentorship with emphasis on sustainability of intervention and community participation based on project design • Develop project implementation work plan and technical decisions as well as for administration, implementation and monitoring of team members and project activities in the assign LGA. Analyses data and information, and drafts progress reports; drafts changes in project work plans as required to Nutrition and Health Coordinators. • Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration, by working in a teamwork of professional and support staff. • Lead in the facilitation of training/development activities of Health workers to upgrade the capacity of the MoH staff and nurses/midwives and CSOs in the implementation and management of Health & Nutrition integrated services in the LGA • Identify training needs and conducts relevant mentorship/on job training and learning/development activities for the MoH staff of the supported facilities as well as support staff and beneficiaries. • Planning integrated Primary Health Care services to the affected population within the LGAs especially women and children, Persons with Disabilities • Monitor the activities both in the integrated Primary Health Care services OPD and maternity • Ensure collection and submission of outbreaks of data to HF supervisor weekly • Collaborate with Nurses/CHEWs to conduct mobile medical treatment and primary health services to hard-to-reach communities • Provide Family planning counseling as a routine and on request (where possible to the couple) and provide contraceptives according to the need • Treat women, girls and persons with disability. • Manage sexual transmitted infections according to national/global protocol. • Maintain patient confidentiality • Maintain a safe and clean working environment by complying with Universal standards, procedures, rules, and regulation • Adhere to policies and protocols, medication administration and storage procedures • Assess urgency and make sure urgent cases are seen first • Identify cases needing referral and refer them in time, assessment and follow-up of new borne. • Identify Sexually Gender Based Violence survivors and collaborate with the medical team for treatment. • Integrity and transparency maintain high ethical standards and acts in a transparency consistent with organizational principles/rules and standards of conduct. • Ensure inclusion and respect for diversity and promotes individual and cultural differences in conduct of your work • Collaborate with Nurses/Midwives/CHEWs and support staff to conduct mobile medical treatment and primary health and nutrition services (BEemONC, CMAM, ANC, PNC, HIV/AIDS case finding, WASH, basic emergency obstetric and neonatal care, family planning, deliveries etc) hard-to-reach communities at least 10km away from the nearest health facility.
	<p>Policy Adherence</p> <ul style="list-style-type: none"> ● Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve ● Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. ● Adhere to the Adamawa state Health Crae Development Agency Code of Conduct, for health and nutrition at all times. ● Adhere to the national protocols at all times
	<p>Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Code of Conduct</p> <p>As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns</p>

	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p>	
	<p>EDUCATION & OTHER SKILL: MBBS. WORK EXPERIENCE: Three years of professional work experience in planning, programming, implementation monitoring and evaluation of Nutrition project/program. Professional work experience in a project/program management function or a technical expert capacity in health or Nutrition care</p> <ul style="list-style-type: none"> • Field work experience. • Background/familiarity with Emergency. • Excellent communications skills, both oral and written • Excellent self-motivation skills • Ability to exercise sound judgment and make medical decisions affecting the standard of care independently • Extremely flexible, and have the ability to cope with stressful situations and frustrations • Ability to relate to and motivate staff effectively • Creativity and the ability to work with limited resources • Excellent decision-making skills • Must work independently under difficult conditions • Skills and knowledge in program sustainability and capacity building, public-private partnerships and project monitoring and evaluation (both quantitative and qualitative methods) • Strong writing and presentation skills • Proven capabilities in leadership required <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty</p>
<p>Closing date: 3rd March 2024</p>	
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>



<p>TERMS OF REFERENCE (TOR)</p>	
	<p>Job Title: Nurse/Midwife</p>
	<p>Section: Health</p>
	<p>Job Reference Code: H&NR004</p>
	<p>Duration: 8 months</p>
	<p>Duty Station: Adamawa state (reside in project area)</p>
	<p>Reports to: Medical Clinical Supervisor</p>
	<p>Start Date: ASAP</p>
	<p>1. Purpose of Assignment: Nurse/Midwife provides technical support and mentoring to CHEWs in the supported primary health facilities, under the direct supervision of medical clinical supervisors, the Nurse/Midwife supervises and ensure execution of the Nutrition/SRH activities including BEmONC, CMAM, ANC, PNC, basic emergency obstetric and neonatal care, family planning, HIV/AIDs case finding, deliveries etc. in accordance with the project design, planning, implementation, monitoring and report progress of support of the planned objectives to aligned with project goals and strategy.</p>
<p>2. Major duties and responsibilities:</p>	
	<ul style="list-style-type: none"> • Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analyzing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the programme documents as required. Contributes to the consultation and coordination with key partners at all levels. • Provides professional technical assistance to CHEWs in supported PHCs on the integration of the SRH & Nutrition services, treatment, management and support deliveries that will contributes to build building CHEW's skills on BEmONC, CMAM, ANC, PNC, HIV/AIDS case finding. WASH, basic emergency obstetric

	<p>and neonatal care, family planning, case finding, deliveries etc. Establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition.</p> <ul style="list-style-type: none"> ● Strictly adhere to clinical guidelines and standard operating procedures set by the Adamawa State Health Care Development Agency ● Support the Medical Clinical Supervisor to during mobile medical outreaches in hard-to-reach communities 10kms away from the health facility ● Support the Medical Clinical Supervisor in Identifying necessary action for adjustments, improvement and sustainability of the project achievement ● Reports outcome to Medical Clinical Supervisors ● Provides timely data on ANC, PNC, Deliveries, malnutrition, case findings, number of beneficiaries who access commodities, sensitization, etc to M&E officer ● Ensure follow ups/referrals ● Work in assign health facility(ies) provide technical guidance on project activities to MoH staff and follows up on cases ● Notify the medical clinical supervisor levels of essential commodities selected PHCs and households conducted in transparent manner in accordance with FSACI accountability procedure. ● Keeps close contacts with community stakeholders in order to improve the ability to collect and disseminate relevant information on program/project implementation in the communities and feedbacks ● Assists the monitoring team to ensure that data collection and analysis from field visits are standardized to feed into to M&E monitoring plan. ● Ensure timely preparation of Monthly/quarterly reports ● In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area.
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Policy Adherence</p> <ul style="list-style-type: none"> ● Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve ● Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. ● Adhere to the Adamawa state Health Crae Development Agency Code of Conduct, for health at all times. ● Adhere to the national protocols at all times
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns</p>
	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p>	
	<p>EDUCATION & OTHER SKILL: BSc Nursing, Registered Nurse, Registered Midwife WORK EXPERIENCE: 3 years of professional work experience in planning, programming, implementation monitoring and evaluation of Nutrition project/program. 2 years Professional work experience in a health or Nutrition project/program Background/familiarity with Emergency.</p>

	LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.
	Closing date: 3 rd March, 2024
	Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail



	TERMS OF REFERENCE (TOR)
	Job Title: Human Resource and Administrative officer
	Section: HR
	Job Reference Code: HRR001
	Duration: 8 months
	Duty Station: Adamawa state (With travels across the area of operations)
	Reports to: Head of Programs
	Start Date: ASAP
	1. Purpose of Assignment: To provide a professional and efficient HR function at local Field Office level, covering all aspects from: project implementation, maintenance of in-house HR systems and personnel files/documentation, managing the recruitment cycle, employee relations and best practice in line with FSACI values, health and safety, legislation and audit requirements, in order to ensure delivery of FSACI's HR strategy
	2. Major duties and responsibilities:
	Recruitment, Onboarding and Offboarding <ul style="list-style-type: none"> • To ensure the smooth running of the full recruitment cycle; placing job adverts, liaising with recruitment agencies, preparing a shortlist of candidates, arranging interviews, issuing offer letters and employee contracts and undertaking all required pre-employment checks, ensuring all new-starter paperwork is completed. • Facilitate the onboarding process for new hires, ensuring a smooth integration into the organization. • Draft and administer all aspects of employee documentation by submitting changes to employee terms and conditions, maternity, paternity, pensions etc., to ensure employee and employer needs are met. • Effectively monitor, maintain and update employee personnel data and files including hard copy files, such as training records, holidays, absences, timesheets, appraisals, employee feedback etc. to ensure compliance in with FSACI HR policy • Lead the HR function throughout the implementation of projects as required by actively participating in planning for the successful implementation of the project. • Manages staff separations (departures, exit interviews) • Provide payroll support by collating monthly Payroll updates, liaising with the Finance department for updates, making necessary benefits/deduction calculations to ensure a smooth Payroll process so that staff are paid correctly and on time
	Performance Management <ul style="list-style-type: none"> • Administer the self-performance appraisal process, including goal setting, feedback, and performance improvement plans. • Provide support to supervisors on capacity building by identifying the skills gap of operational and program staff and coordinate training programs. • Lead in implementing performance outcomes and addressing performance issues proactively.

	<ul style="list-style-type: none"> • Provide payroll support by collating monthly Payroll updates, liaising with the Finance department for updates, making necessary benefits/deduction calculations to ensure a smooth Payroll process so that staff are paid correctly and on time
	<p>Policy Design and Development</p> <ul style="list-style-type: none"> • Reviews and identifies gaps in the staff handbook, HR Policies, processes and practices on a regular basis. • Holds the office culture to ensure a common ground management approach. • Works with the HR & Admin Manager to create an annual HR strategy aligned with the FSACI's strategic objectives. • Monitors FSACI activity to ensure teams remain compliant with HR policies and procedures. • Ensures compliance with the Code of Conduct Reporting and Investigation Guidelines.
	<p>HR Information System (HRIS)</p> <ul style="list-style-type: none"> • Maintain and update the HR Information System, ensuring accurate and secure employee records. • Generate HR reports for management as needed.
	<p>Learning & Development</p> <ul style="list-style-type: none"> • Establish an annual training plan in line with FSACI strategic plan. • Maintain own continuing professional development by keeping up to date with legal requirements and relevant HR developments to ensure responsive to social-economic requirements. • Work with individual line managers to ensure that the training and development needs of all staff are clearly identified and possible options discussed and implemented. • Provides administrative support to ensure staff attend trainings offered by FSACI • Train employees on HR policies and procedures, update FSACI's Executive Director/HoP on new regulations or best practices in human resources. • Ensure staff engage in regular self-development through continuous learning, fostering personal growth, efficiency, and career advancement within FSACI
	<p>People Management</p> <ul style="list-style-type: none"> • Serves as employee satisfaction and grievance focal point – manages staff growth, grievances, internal conflicts, or complaints, identify potential conflicts, mediate or recommend ways to resolve in a timely manner. • Ensures existence of confidential mechanism for staff feedback, official complaints, and whistle blowing. • Provides HR advisory services to managers, supervisors and staff • Maintains a healthy, safe, and fun work environment to ensure a level of comfort amongst the employees and eliminates any stressful or awkward atmosphere that may hinder the performance of the staff. • Resolve issues between employees, advise employees on policies and ensure compliance to policies as stated in the FSACI's Human Resources Manual. • Promote good working practices and maintain a professional working environment that delivers excellence and compliance by; maintaining confidentiality of information, compliance and Data Protection, adhering to Safety and Environmental measures at all times, and adhering at all times to best practice, employment law, code of conduct, policy and procedure. • Manage feedback process to enable greater employee engagement and retention of existing employees; determine and improve feedback process and pass on relevant feedback to Project Coordinators/HoP/Executive Directors and coordinators, and identify trends across the organization, turning this into suggested actions/areas for attention. • Case manage employee relations activity i.e. absence, grievance, disciplinary etc., from advising the HoP on the best approach • Deliver and continuously improve the HR functions and review and implement developments and employee accessibility to policies and associated guidance
	<p>Personnel files, employment contracts and organizational charts</p> <ul style="list-style-type: none"> • Ensures complete and up-to-date personnel files are maintained for all FSACI staff. • Prepares and monitors the details of all employment contracts. Ensures all staff have valid employment contracts. • Manage and updates FSACI organization charts • Manages the timelines and sensitivity of notifications concerning staff end of contracts.

	<p>Compensation & Benefits Management</p> <ul style="list-style-type: none"> • Prepare monthly payroll schedule for staff, work closely with the Admin & HR Manager in ensuring payroll processing functions for all employees (system set-up, timesheet collection, all deductions such as PAYE, Pension, NSITE, NHF, salary increases, acting allowance, bonuses, etc) to ensure appropriate taxes are accurately computed and in line compliance with the Nigerian law. • Ensure reconciliation and timely remittance of all payroll-related taxes. Liaise with the Tax Authority to obtain annual Tax Clearance Certificate for each employee. • Work with external auditors to provide support and information for annual and other project-related audits. • Keep abreast of the current changes in the Nigerian Employment laws and advise the Management accordingly through the HR & Admin Manager. • Prepares and manages staff entitlements calculation and payment request on the approach to program conclusion • Follow up with all staff to ensure that timesheets are completed and submitted timely • Administer employee benefits programs, including health insurance and leave management
	<p>Policy Adherence</p> <ul style="list-style-type: none"> • Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve • Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries • Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. • Adhere to the national protocols at all times
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns</p>
	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p>	

	<p>EDUCATION & OTHER SKILL: BSc Business Management/Administration, Human Resources, Public Administration or other relevant disciplines</p> <p>WORK EXPERIENCE: 3 years of professional work experience in planning, implementation management of HR</p> <ul style="list-style-type: none"> • Field work experience. • Background/familiarity with Emergency. • Excellent communications skills, both oral and written • Excellent self-motivation skills • Extremely flexible, and have the ability to cope with stressful situations and frustrations • Ability to relate to and motivate staff effectively • Creativity and the ability to work with limited resources • Excellent decision-making skills • Strong writing and presentation skills • Proven capabilities in leadership required
	<p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p>
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>



	<p>TERMS OF REFERENCE (TOR)</p>
	<p>Job Title: M&E officer</p>
	<p>Section: Health</p>
	<p>Job Reference Code: M&ER001</p>
	<p>Duration: 8 months</p>
	<p>Duty Station: Adamawa state (With travels across the area of operations)</p>
	<p>Reports to: Head of Programs</p>
	<p>Start Date: ASAP</p>
	<p>1. Purpose of Assignment: The M&E Officer will bring significant experience to lead MEAL system implementation, review and evaluations. S/he will ensure quality, effectiveness and sustainability of Health and Nutrition project. The post-holder to capture lessons learned and communicate this information in various capacities to improve on-going and future programming. S/he will guide FSACI to maintain an effective monitoring system, including the use of beneficiary feedback data, to assure the quality of interventions. The M&E Officer will to define, refine and operationalise MEAL and lead in building capacity of staff and health works on MEAL, particularly on accountability and participation, with a specific focus on impact.</p>
	<p>2. Major duties and responsibilities:</p>
	<p>MEAL Leadership and Data Management</p> <p>Lead the development of MEAL plan, performance indicators, data collection, reporting tools, data management systems and standard operating procedures (data quality management plan) integrated with technology in implementation of MEAL activities for improving quality and availability of data for project/program decision making.</p> <p>Adapting and evolving tools for baseline and recurrent monitoring of the program activities, including analysis tools and tracking progress of the intervention</p> <p>Collaborating with program team for a participatory implementation, documentation and dissemination of learning and monitoring quality of the programme, reporting of achievement to ensure the project's MEAL systems and outputs meet minimum quality standards.</p>

	<p>Oversee data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.</p> <p>Ensure compliance with internal data quality requirements and timely submissions for reporting. This may include training, and in-person mentoring, review of data/reports and feedback/troubleshooting as needed. This may include regular travel travels to project sites.</p> <p>Establish and maintain strategic stakeholders' relationships to promote collaboration, coordination and information sharing within the national integrated Nutrition & Health services delivery system.</p> <p>Integrate Collaborating, Learning and Adapting (CLA) into project workplan for evidence-based practice including leading the collection, analysis, documentation, dissemination and use of best practices and lessons learned.</p> <p>Conduct regular and ad-hoc data analysis and work closely with the Coordinators of Health and Nutrition to develop reports (monthly, quarterly, annual) to demonstrate progress and facilitate continuous learning for project management, support and other learning.</p>
	<p>Data Quality Assurance and Safeguarding</p> <p>Conduct and manage Routine Data Quality Assessments (RDQA); ensuring implementation of corrective actions to improve data quality and accountability of staff and partner.</p> <p>Lead the project (indicator) performance reporting process including donor reporting and sectors reporting (5Ws).</p> <p>Develop and manage all project performance monitoring activities and systems, including necessary data management and visualisation software and data collection instruments, to collect, store, manage, analyse and report M&E data on output, outcome, and impact indicators.</p> <p>Lead the overall data quality control; conducting data verification and other quality assurance activities, including field spot-checks, data quality assessments (DQAs), etc. to ensure accuracy of MEAL data and reporting documents.</p> <p>Demonstrate experience in and commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.</p>
	<p>Work with program teams to ensure FSACI information on program activities is shared within LGAs and provide for beneficiary feedback in line with relevant guidelines and frameworks</p> <p>Collaborate with government to ensure the smooth sharing of information in consultation with the Health Coordinator /Nutrition Coordinator/Head of Program</p> <p>Assess existing community capacity and mechanisms that can be used to set up/strengthen/adapt FSACI's information sharing processes, complaints and feedbacks to Health Coordinator /Nutrition Coordinator/Head of Program</p>
	<p>Provide support to the program at LGA level and within the communities</p> <p>Assist program teams in the selection of beneficiaries as per the established procedure from the project proposal.</p> <p>Assist the program team in the selection of Community Mobilisers to facilitate the process of beneficiaries' selection</p> <p>Analyse and provide information regarding general context at the LGA level and explore opportunities in support of partnership, building initiatives with LGA level government and other partners.</p>
	<p>Policy Adherence</p> <ul style="list-style-type: none"> ● Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve ● Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries

	<ul style="list-style-type: none"> ● Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. ● Adhere to the national protocols at all times
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns</p>
	<p>Safeguarding It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report</p>
3	<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>EDUCATION & OTHER SKILL: BSc in Economics, Monitoring & Evaluation, MPH, Rural Development, Development Studies, Statistics, or other relevant disciplines</p> <p>WORK EXPERIENCE: 3 years of professional work experience in planning, programming, implementation monitoring and evaluation of Nutrition project/program. Professional work experience in a project/program management function or a technical expert capacity in health or Nutrition care.</p> <p>Field work experience.</p> <p>Background/familiarity with Emergency.</p> <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p>
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>



	TERMS OF REFERENCE (TOR)
	Job Title: Finance Officer
	Section: Finance
	Job Reference Code: FINR001
	Duration: 8 months
	Duty Station: Adamawa state
	Reports to: Head of Programs
	Start Date: ASAP
	<p>1. Purpose of Assignment: The Finance officer is to provide very strong accounting and finance knowledge, analytical skills, attention to detail, knowledge of finance systems, accounting software, ability to work effectively under time pressure, very strong business partnering skills with ability to influence senior staff. The successful candidate will be a team</p>

player, proactive with the ability to offer structured guidance on a both project and strategic level, and able to ensure that the right financial priorities are set for the FSACI within a broader project/program

2. Major duties and responsibilities:

- Daily transaction inputting into FSACI's QuickBooks accounting system.
- Prepare bank reconciliation report, income and expenditure report on a monthly and quarterly basis.
- Monitor budgets to ensure that spending occurs as planned, review budget amount against actual of expenditures
- Prepare variance analysis reports on a monthly and quarterly basis.
- Ensure that expenses are properly coded and allocated to the relevant cost projects
- Review and process payment requests/retirements. Periodic review of staff accounts and proper allocation of retired expenses against the cash advance.
- Ensure detailed and accurate records of all financial transactions are maintained physically and electronically in accordance with generally accepted accounting principles
- Supports internal and external auditing processes by providing all supporting documentation in an orderly and timely manner.
- Coordinate and makes timely payments for all project activities.
- Verify the validity of invoices, ensure proper level of approvals and make timely cash payment.
- Make cash payments for various expenses and make the relevant entries in the cash book as per FSACI financial procedures.
- Ensure that monthly cash counts are documented and witnessed by a third-party
- Prepare and update the asset register
- Prepares monthly, quarterly and annual financial reports/statements for the project in line with standard accounting principles-including budget tracking and preparation of budget variance analysis
- Ensure the remittance of all statutory deductions to appropriate authorities
- Timely payments to volunteers, casual/contract staff and providers of products and services
- May be required to sit on procurement committees and provide financial oversight in the procurement process
- Assumes full responsibility for ensuring cash books are up to date at the end of each working day.
- Ensures that all payment request forms, invoices, procurement documents, receipts and any other payment documents are critically checked for accuracy and correctness and meet the organization's minimum standard.
- Ensure audits are completed and submitted on time to the Executive Director/Head of Programs
- Determine and enforce systems and process to ensure compliance with donor requirements
- Oversee and maintain appropriate checks and balances across financial processes
- Maintain organizational risk register; ensure organization has appropriate insurance coverage, mitigation measures are put in place and implemented taking the lead on financial risk specifically.
- Lead on financial and accounting information, analysis, and recommendations to strategic thinking and direction;
- Initiate corrective actions to Executive Director/Head of Programs;
- Develop plans to minimize exposure to currency gains and losses
- Minimize the impact of variances.
- Maintain cordial relationships with the staff members and treat visitors, guests, and program beneficiaries with courtesy.
- Ensure regular internal controls (cash counts, spot checks, receipt checks) regarding financial processes are done to reduce the opportunities for fraud or abuse of funds, goods, and materials;
- Conduct him/her both professionally and personally in such a manner that it will bring credit to FSACI and not jeopardize its relationship with donor, partners, vendors and stakeholders.
- Ensure correct coding of Project Instance, budget line, and ledger code in line with approved budget and FSACI Finance Manual and Procedure.

Other assigned duties and responsibilities are effectively accomplished.

Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

Policy Adherence

- Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve
- Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries
- Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times.
- Adhere to the national protocols at all times

Code of Conduct

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout

the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.

If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns

Safeguarding

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report

QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL: BSc Accounting, Finance or other relevant disciplines

WORK EXPERIENCE: 3 years of professional work experience in donor financial reporting. function or a technical expert capacity in financial management.

Field work experience.

Advanced knowledge of QuickBooks accounting system

Advanced knowledge in the Microsoft Suite of Products (including MS Word, MS Excel & MS PowerPoint), and Intranet/Internet is required.

LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.

Method of Application

Interested and qualified candidates should send their Resume and Cover Letter to:

recruitment@first.org.ng using the Job Title as the subject of the mail



TERMS OF REFERENCE (TOR)

Job Title: Procurement and Logistics Officer

Section: Finance

Job Reference Code: HR001

Duration: 8 months

Duty Station: Adamawa state (With travels across the area of operations)

Reports to: Head of Programs

Start Date: ASAP

1. Purpose of Assignment:

The Officer, Procurement is responsible for processing assigned procurement activities in accordance with First Step Action for Children Initiative policies and procedures, donor and Nigeria procurement Act and other regulations. S/HE will directly manage procurements are performed in an ethical and transparent manner in line with applicable rules and regulations, ensuring best Value for Money as well as ensuring that procurement actions are documented, properly filed and audit ready. Employ most effective and efficient strategies in inventory management in line with FSCACI established procedures

2. Major duties and responsibilities:

Key Responsibilities:

- Implement procurement processes and logistics operations for the project, including grants, strictly following all rules and regulations as well as all stipulations established by Nigerian law.
- Review and recommend changes to procurement policies and procedures as required.
- Maintain procurement processes according to FSACI's procurement policies.

- Manage/maintain a registry and file system for procurements to allow for efficient document and process audits.
- Maintain the privacy of grantees and vendors.
- Maintain procurement files, including proposals, evaluations, award documents, official contracts, and correspondence on all procurements, following policies and local law.
- Provide training on procurement and delivery of goods and services to program team, grantees, and beneficiaries as it pertains to established protocols by the project and local law.
- Manage account status for all credit accounts established with vendors.
- Supervise and verify the procurement of materials according to the context and or/needs of the beneficiary, community and/or project.
- Design and prepare Terms of Reference and/or technical specifications for materials, goods, and services, for contracts, acquisitions, and procurements, in collaboration with the program team.
- Ensure presentation of sufficient selection that meets requirements of quality assurance, delivery, and transparency.
- Work with local, national, and international vendors of goods and services to ensure quality, maintain professional distance required to ensure high ethical standards.
- Ensure competitive procurements by attracting potential vendors for the purchase of goods or services either through direct, bid invitation, or other mechanisms that ensure high standards of transparency.
- Designate or participate in evaluation committees for proposals submitted by the various vendors, according to the solicited terms of reference and regulations.
- Verify quality and quantity of products according to the context and/or needs of the beneficiary, community, and/or project.
- Process procurements according to respective rules and regulations.
- Maintain strict control of grant budgets, and financial expenditures.
- Coordinate delivery logistics with program team and/or grantees to obtain the required permits including delivery receipts.
- Management of fleet and logistics related contracts for quality of services offered by outsourced fleet service provider.
- Coordinate transportation, permits, authorizations, insurance, loading and unloading of goods/materials, and financial allocation or related expenses under grants.
- Prepare budgets, solicit quotations, negotiate, conduct analysis, and recommend vendors for delivery of goods and materials to grantees.
- Communicate all delivery schedules corresponding to grant and operations procurements, including the projection of related expenses
- Verify deliverables are complete and done in a timely manner.
- Perform other tasks, as assigned by the Project Manager/Executive Director.
- Provide technical support and guidance to the different units with regards to procurement procedures and advise as appropriate on the most cost effective and efficient methods in procuring goods and services.
- Identify and recommend sources of procurement, interview potential suppliers
- Procure materials, equipment, and services based on FSACI established procurement procedures and ensure optimization of purchasing power and timely delivery, disposition, and tracking.
- Solicit for offers and quotations and prepare Bids analysis accordingly
- Maintain procurement, vendor and inventory databases and ensure proper inventory tracking systems are in place to safeguard the Organization's assets and prevent fraud
- Coordinate office equipment, office supplies and office inventory, insurance, security and other contractual services.
- Prepare purchase orders /contracts and ensure all approvals are obtained, using PRISM Material Management (MM) module, ensure deliver the Purchase orders to the suppliers and obtain their signatures on the same.
- Follow-up with suppliers and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery; negotiate with suppliers and resolve issues related to delivered goods.

Policy Adherence

- Actively promote Child Safe Guarding standards within First Step Action for Children Initiative and among the children we serve
- Actively promote PSEA (prevention of sexual exploitation and abuse) standards within First Step Action for Children Initiative and among beneficiaries

	<ul style="list-style-type: none"> • Adhere to the Code of Conduct, maintain humanitarian principles and respect humanitarian law at all times. • Adhere to the national protocols at all times
	<p>Other assigned duties and responsibilities are effectively accomplished. Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>
	<p>Code of Conduct As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of FSACI and donor compliance and ethics standards and adheres to those standards.</p> <p>If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and FSACI policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns</p>
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<p>QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p>	
	<p>EDUCATION & OTHER SKILL: BSc /HND Purchasing and Supply Management, Procurement, Accounting or other relevant disciplines.</p> <p>WORK EXPERIENCE: 3 years of Professional work experience in a project/program procurement and inventory management function. Field work experience. Background/familiarity with Emergency.</p> <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p>
	<p>Method of Application Interested and qualified candidates should send their Resume and Cover Letter to: recruitment@first.org.ng using the Job Title as the subject of the mail</p>