



Role profile

(Re-advertisement)



Basic information	
Job title	Emergency Programme Officer – Greater Upper Nile Programme Area
Department	International
Location	Bentiu, Leer & Robkona area
Reports to (Job Title)	Head of Programmes
Matrix manager if applicable (Job Title)	Not applicable
Direct reports (Number or Not applicable)	Not applicable
Overall people management responsibility (Number or Not applicable)	Not applicable
Matrix management responsibility (Number or Not applicable)	Not applicable
Budgetary responsibility (Amount or Not applicable)	Not applicable
Child protection clearance required (If applicable, Standard/Enhanced)	Not required
Counter terrorism screening required	Required
Expected travel per annum	Over 75 days in field locations
On call/unsocial hours	Yes

Role definition
<p>Role purpose To support Christian Aid's emergency response in hard to reach programme areas - ensuring effective, timely and accountable emergency response that integrates core humanitarian standards, conflict sensitivity and resilience. The role will support the management of a diversified portfolio of humanitarian projects funded through different donor sources and will also support identifying and developing new program opportunities, expanding reach to new locations that would be considered insecure and high risk and undertaking extended field-based support to partners in remote locations. In short, the will support partner build capacity building of partners in the development, implementation and monitoring of Christian Aid's humanitarian response, enabling them to implement the rapid, effective and principled response to emergencies, and ensuring that this is in line with Christian Aid's country strategy.</p>
<p>Role context The post-holder works within the International Programme role family and is key to providing support to the work group in a humanitarian crisis in a country or geographical region. The post-holder works</p>



with partner organisations providing assistance to ensure the emergency response is coordinated effectively in line with Christian Aid's country strategy and humanitarian policies.

Key outcomes

- Ensure effective emergency projects and programmes delivered with impact in line with agreed aims, with funds used for designated purposes.
- Humanitarian and financial policies and procedures complied with, in particular, reporting requirements.
- High quality project proposals developed completed, based on strong planning and evaluation of previous interventions and needs assessments, in line with Christian Aid's best practice requirements.
- Positive relationships maintained and developed with partners through effective communication.
- Strong linkages maintained between partners work and advocacy, communications and fundraising activities in the UK and elsewhere.

Role requirements	
Relationships	
External	The post holder will be required to work closely with partner organisations, as well as liaise with donors as required. Expected to represent Christian Aid at external state coordination / cluster meetings.
Internal	Works closely with colleagues in the Humanitarian Division. Maintains strong cross organisational relationships with finance, advocacy & policy staff.
Decision making	
Proposes action CA should take in its response to the humanitarian crisis, and makes day-to-day decisions to contribute to the implementation and smooth running of the humanitarian programme they are supporting. This may include suggesting programmatic and administrative changes, ensuring rolling plans are presented for agreement, overseeing a mixed portfolio of donor funded projects and keeping up to date with their reporting requirements, agreeing necessary support to partners, monitoring and suggesting adjustments / corrections the use of appeal expenditure and the provision of other support as necessary.	
Analytical skills	
Responsible for providing a wide range of support to emergencies including administrative, financial and implementation of humanitarian activities. Needs to have a detail-focussed approach to work, ideally with experience of working with complicated budgets and maintaining programme records. Ability to locate and collect data from appropriate sources including use of digital platforms and analyse it to create meaningful reports to be shared both internally and externally.	
Developing self and others	
The Emergency Programme Officer is expected to work closely with both in country teams and Africa Region colleagues, adapting to changing priorities but also contributing to an organizational culture of collaboration, accountability, clear communications and compliance.	



Person specification

Applied skills/ knowledge and expertise

Essential

- Degree or equivalent in Food Security, Agriculture, Development Studies or other relevant technical discipline.
- Excellent written and spoken English and report writing skills.
- Knowledge and experience of emergency coordination, linking relief to rehabilitation and recovery programming.
- Experience in qualitative and quantitative surveys including Post distribution monitoring using digital platforms.
- Knowledge of global development issues, including policy and advocacy topics and familiarity with emergency problems relevant to South Sudan and the focus states.
- Awareness and application of Sphere and Safe guiding and Core Humanitarian Standards (CHS).
- Professional experience living and working in South Sudan.
- Experience of working with and monitoring large and complex budgets and using spreadsheets for financial analysis and management.
- Relevant experience of supporting emergency project/ programmes which work with and through local partners.
- Ability to build relationships, including across different cultures.
- Experience and ability to convene meetings and take clear minutes where necessary.

Desirable:

- Knowledge of the political, social and economic context of the region and the development issues and challenges it faces.
- Experience working in Cash Based Initiatives, WASH, Emergency food security, including NFIs
- Knowledge of Safe guiding, gender, social protection, psychosocial support and the livelihoods approaches in relief and recovery.
- Relevant post graduate degree in development or humanitarian discipline.
- Knowledge of the role of churches and ecumenical organizations in relief and development.
- Experience of advocacy on development and humanitarian issues.
- A working knowledge of Arabic.

IT competency required

Intermediate

Competency profile

LEVEL 2: You are expected to be able to:

Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views, even if you initially disagree with them.
- Maintain relationships with individuals and networks, based on mutual understanding and respect.

Communicate effectively

- Make complex things simple for the benefit of others.



- Actively listen and question to check your understanding and draw out others when they are not expressing themselves clearly or seem to be holding back.
- Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behaviour, adapting your approach accordingly.
- Address difficult issues when they arise, being honest and open.

Steward resources

- Implement ways to reduce inefficiency in use of resources or pass the ideas on to someone who can make them happen.
- Estimate the resources needed to achieve your own work plans or objectives and deliver them in the most efficient and cost effective way.
- Set and communicate realistic timelines for achieving tasks, working out how best to adapt if priorities change or unforeseen circumstances arise.

Deliver results

- Prioritise, plan and monitor your work to meet your own and team deliverables to agreed standards.
- Acknowledge others' priorities whilst being prepared to say 'no' if there are genuine reasons why their needs cannot be met.
- Use logical processes and relevant tools and techniques to report on information or analyse options.
- Make timely and considered recommendations or decisions based on analysis of available data, information and evidence.

Realise potential

- Evaluate your own work and actively address gaps in knowledge and skills, without prompting.
- Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others.
- Share your knowledge where it will help others to be more effective.
- Provide instruction, constructive feedback and guidance to others to help them learn.

Strive for improvement

- Constructively challenge existing practice.
- Seek better ways of doing things, taking into account the possible implications.
- Make positive suggestions on a way forward when faced with challenges, even if these fall outside the scope of your own work.
- Look inside and outside Christian Aid for new ideas and evaluate their potential for your own work.

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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.

Further information



Please express your interest to this post by applying through Christian Aid's online recruitment system on the website www.christianaid.org.uk/jobs using the reference: Emergency Programme Officer - Roving.

Enquiries can be mailed to: jubarecruitment@christian-aid.org

Application deadline: 27th March 2019. Due to the urgency of the function, interviews will be conducted on on-going basis. Christian Aid reserves the right to fill the position before the application end date.

This role is for South Sudanese nationals only.

