



Job advert

Emergency Programme Manager

About us

Christian Aid has a vision of a better world free from poverty. At the heart of this vision is tackling the root causes of poverty, empowering people to have a brighter future, and saving lives during emergencies.

In South Sudan, Christian Aid exists to bring lasting change for all the people of South Sudan, so they live in peaceful coexistence, with dignity and security, taking a full part in the society and the economy; irrespective of their identity.

Christian Aid is responding to the South Sudan humanitarian crisis in a way that will lay the foundations for a broad based recovery, working with local and national actors to provide emergency and resilient livelihoods support to disaster-affected populations.

This is why we are looking for a dynamic, highly skilled and motivated individual to lead and drive forward our Humanitarian work in South Sudan.

About the role

As the Emergency Programme Manager for South Sudan, you will develop, lead and mobilise resources for Christian Aid's humanitarian, resilience and disaster risk reduction programme. You will play a key role in strengthening the capacity of Christian Aid staff and partners to prepare for, mitigate against and respond to crises, and in ensuring best practice in our humanitarian response.

You will manage Christian Aid's humanitarian programme and partners in South Sudan. Specifically, you will take the lead in humanitarian programme design, fundraising, implementation, monitoring, and partnership development. You will work collaboratively with humanitarian, advocacy, fundraising, and communications and media colleagues in the region and headquarters.

You will have an external facing role, helping Christian Aid engage in the right networks, increasing the profile of our humanitarian and resilience work with donors and other stakeholders, and opening up opportunities for new productive humanitarian collaborations in South Sudan.

About you

To make this happen, you will have considerable experience of managing a range of humanitarian programmes, including FSL and WASH. You will have a passion about working with local and national actors and putting affected populations at the centre of our work.

You will have a good knowledge of emergency relief, rehabilitation and development issues including capacity building tools and techniques. You will have considerable experience of hands on grants management, working with local partners, and proactively dealing with challenges as they arise.

You will take responsibility for fundraising and leveraging resources, writing well and being systematic in your approach to system and processes. You will be an excellent communicator with the ability to develop cross-organisational relationships and be confident in engaging with external networks and donors.

You will have a broad range of technical and professional skills around programme cycle management, including proposal development, grant management, and donor reporting. Above all you will have management competencies and be strategic and proactive in developing humanitarian programmes.

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 Program Manager, reference 0916.

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

Application deadline: 30th October 2016.

This role requires applicants to have the right to work in the country where this position is based. South Sudanese nationals are highly encouraged to apply.

We value diversity and aspire to reflect this in its workforce. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion or belief.

You can expect a wide range of rewards and benefits, and flexibility that will ensure you enjoy a good work/life balance.



Role profile

Basic information	
Job title	Emergency Programme Manager
Department	International
Location	South Sudan
Reports to (Job Title)	Country Manager
Matrix manager if applicable (Job Title)	Not applicable
Direct reports (Number or Not applicable)	1 or more
Overall people management responsibility (Number or Not applicable)	1 or more
Matrix management responsibility (Number or Not applicable)	Not applicable
Budgetary responsibility (Amount or Not applicable)	Potential budgetary responsibility during humanitarian emergency response.
Child protection clearance required (If applicable, Standard/Enhanced)	Not required
Expected travel per annum	75 days or more field travel per year depending on nature of work.
On call/unsocial hours	Yes, in event of Christian Aid response to humanitarian emergency.

Role definition
<p>Role purpose</p> <p>To take responsibility for the development, management, and coordination of Christian Aid's response strategy to the South Sudan crisis. To be responsible for day to day management of the emergency programme, the rolling plan, grant management, liaison with ACT and other donors (Irish Aid, DEC, DFID, ECHO, OFDA etc.) including, proposal development, project reporting, monitoring, advocacy and policy work and, representing Christian Aid at external meetings and to the media. To be responsible for supporting the capacity development of Christian Aid's local and national partners to respond to the humanitarian crisis.</p>
<p>Role context</p> <p>The key function of the role is to develop and manage emergency programmes and ensure high quality implementation while building and maintaining sound relationships with key stakeholders. The post-holder works with partner organisations to ensure the emergency response is coordinated effectively in line with Christian Aid's country strategy and humanitarian policies.</p>

Key outcomes

- Effective emergency projects and programmes delivered with high impact, in line with agreed aims and with funds used for designated purposes.
- Emergency programmes supervised and managed successfully in compliance with minimum humanitarian standards and in line with Christian Aid financial policies and procedures.
- Positive relationships maintained and developed with donors, ACT sister agencies and partners through effective communication.
- Funding in place for Christian Aid's response to the South Sudan crisis.
- Staff recruited, inducted and managed to perform to a high standard and meeting their performance objectives.
- Implementing partners are supported and have strengthened capacity to respond to emergencies.
- 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 liaise with donors (ACT, DEC, DFID, ECHO, Irish Aid, OFDA etc.) Expected to represent Christian Aid at external meetings and also to the media as and when required. Close relationships with partner organisations developed and maintained.

Internal

As well as working closely with colleagues in the Country / Geographic teams and Humanitarian Division, the post-holder will have strong cross organisational relationships with various work groups including advocacy and policy staff, communications and media, and fundraising.

Decision making

Makes decisions regarding CA appeal funds within agreed parameters and in agreement with line manager. Leads on recruitment and management of staff in team. Authorisation and signing of payments under the general supervision of the Country Manager, in line with Christian Aid policy and procedures. Proposes action CA should take in its response to the humanitarian crisis, and makes day-to-day decisions to guide the implementation and smooth running of the humanitarian programme they are managing. This includes making programmatic and administrative adjustments, ensuring rolling plans and budgets are written and presented for agreement, overseeing donor and other Christian Aid reporting, and agreeing necessary support to partners.

Analytical skills

The post holder is responsible for overall lead of humanitarian work in South Sudan and is expected to work with initiative and innovation, using analytical skills and their own judgement to recommend high level humanitarian programme and funding decisions for the organisation in consultation with a wide range of country team and humanitarian colleagues and partner organisations.

Developing self and others

The post holder is expected to work independently with limited supervision, providing leadership and influencing strategies within the region and ensuring upholding of humanitarian standards and principles by Christian Aid staff and partners. Key skills required are being able to effectively manage from a distance as well as be able to influence decisions of colleagues at a range of seniority levels.

Person specification

Applied skills/knowledge and expertise

Essential

- Degree or equivalent in relevant technical discipline.
- Knowledge and experience of emergency preparedness, relief, rehabilitation and recovery programme issues.
- Knowledge of global development issues, including policy and advocacy topics and familiarity with emergency problems relevant to South Sudan.
- Knowledge of the political, social and economic context of the region and the development issues and challenges it faces.
- Knowledge and experience of capacity building tools and techniques.
- Knowledge of Sphere and Red Cross Code of Conduct, awareness of CHS.
- Knowledge of protection, gender and the livelihoods approaches in relief and recovery.
- Professional experience living and working in South Sudan.
- An adaptable attitude, decisiveness, and the capacity to make sound decisions with incomplete information.
- Experience of strategic planning and management of large and complex budgets.
- Experience of leading proposal development and securing donor funds.
- Relevant experience of emergency project/programme management working with and through local partners.
- Experience of public speaking and/or working with the media.

Desirable:

- Relevant post graduate degree in development or humanitarian discipline.
- Knowledge of the role of churches and ecumenical organisations in relief and development.
- Experience of advocacy on development and humanitarian issues.

IT competency required

Intermediate

DATE CREATED (dd/MM/yyyy)

25/09/2016

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.