

21 October 2022



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Humanitarian Response Manager (1 post)

Location: Bor (Covering Area_1)

Reports to: Area Manager

Contract Period: 4 Months

ROLE PURPOSE:

The Humanitarian Manager is responsible for providing oversight and leadership for emergency responses in Area_1, ensuring that the Area office and field teams have the capacity to respond to emergencies throughout the area of responsibility. S/he will provide direct support to field teams on emergency projects to ensure effective planning, management, implementation, and monitoring. S/he is responsible for managing substantial flexible emergency response funding through Humanitarian Fund including planning, tracking of allocations, monitoring, and reporting as well as supporting fundraising efforts, including raising alerts. In addition, the Humanitarian Manager will ensure that the Emergency Preparedness Plan is regularly updated in line with Save the Children Standards and is well disseminated. S/he leads on capacity building of both SCI staff and partners on emergency preparedness and response in the area of operation. This role is varied and demands someone who is flexible, willing to travel regularly, and able to collaborate effectively across teams in both area office and field offices. In the event of a major humanitarian emergency, the post holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

KEY AREAS OF ACCOUNTABILITY:

Strategy and Emergency Preparedness

- Lead on all aspects emergency preparedness planning, ensuring that the Area office has the capacity to respond to emergencies throughout area of responsibility.



- With guidance from the Head of Humanitarian response, ensure that the EPP and annexes are regularly reviewed and updated in line with SCI standards and minimum and advanced preparedness actions are in place; work with field teams to ensure field-level EPPs are in place including preparedness planning with local partners.
- Carry out emergency preparedness and contingency planning workshops, ensure all emergency preparedness plans are disseminated and well understood by relevant staff within the area of responsibility
- Regularly monitor the emergency for changes or spikes in the context and work with stakeholders to identify emergency needs and coordinate necessary interventions within the area of responsibility.
- Support the Head of Humanitarian Response in drafting of strategies, plans and briefings on humanitarian and emergency response.

Humanitarian operations management

- Manage Humanitarian Fund in Area_1, ensuring that funds are planned, implemented and monitored in line with quality standards and in compliance with SCI systems.
- Manage other emergency response awards as delegated by the Deputy Operations Director – Program Operations.
- Ensure robust planning and project management processes are in place for all managed projects following Save the Children's Program Management Methodology (PMM) and good practices.
- Work closely with field teams to develop of work-plans, procurement and HR plans, phased budgets, budget vs actual (BvA) reviews, following up on procurement and recruitment at Country Office level, and ensuring strong information flow & management between the Country Office and the field locations.
- Track and monitor the implementation of Humanitarian Fund and other projects, leading monthly review meetings to ensure effective and timely project implementation and donor/Save the Children compliance in the area of responsibility.
- Co-ordinate with PDQ team to ensure that all emergency response activities in Area_1 are delivered in line with SCI quality standards and support field teams in improving the quality of responses.
- Maintain regular communications with the Emergency Response Teams (ERT) at field level to identify support needs and provide guidance and capacity building as required.
- Ensure the teams have the operational and project management tools and templates required to effectively manage their projects; develop and disseminate these where necessary.
- Draft a monthly humanitarian update for Area_1 and share with the Extended Senior Management team highlighting the status of flexible funding, implementation progress, horizon scanning and any other updates related to emergency response.

Awards Management, Programme Development and Reporting



- Overall management of Save the Children Area_I Humanitarian Fund allocation and other flexible emergency response funding.
- Primary contact point with the Country Office Humanitarian Team for all aspects of award management related to the Humanitarian Fund including top-ups, amendments, and revision of program documents.
- Working with field teams on the preparation and submission of high-quality reports ensuring accurate MEAL data and case studies/success stories as required.

Supply Chain

- Work closely with the Supply Chain team to ensure that adequate pre-positioned stocks are in place, well utilised and replenished in line with the pre-positioned stock SOP, with special focus on medical pre-positioned stock
- Lead on monthly pre-positioned stock reviews, again with special focus on medical stocks to avoid risk of stock outs or expiry of pre-positioned items.
- Contribute to procurement planning and follow-up of any emergency response-related procurement.

Capacity Building

- In collaboration with Field Managers and HR, establish Emergency Response Teams and field-level humanitarian focal points, including updating ToRs.
- In collaboration with the Director of HR put in place a clear system of internal deployments to support emergency responses.
- Identify, and where applicable provide, learning and training opportunities for Save the Children staff and partners to build the capacity of the humanitarian staff members and to build a culture of emergency response (e.g. ERT capacity-building activities).
- Work closely with the Partnership Coordinator to ensure that partners are involved in emergency preparedness planning, 'zero agreements' with emergency response partners are maintained, and capacity-building plans for partners are delivered.

Surge Support

- Flexibility to provide surge support to scale-up current programs or initial surge capacity for the start-up of a new response; provide assistance in launching rapid assessment, overseeing data collection, write up of needs assessments, work-planning, communication

QUALIFICATIONS AND EXPERIENCE

- BSC/BA/ MSc in relevant qualification or equivalent in experience.



- 5 years of demonstrable management experience in humanitarian operations, including experience within a complex country programme in an emergency response or fragile state
- Sound knowledge of international humanitarian architecture, systems, coordination mechanisms and donors, and of procedures, accountability frameworks and best practices in emergency response management
- Significant experience of NGO emergency program cycle management, including field-level project planning and implementation.
- Demonstrable financial and budget management experience, experience as a budget holder
- Good knowledge and experience of supply chain systems and requirements in a multi-location, multi-sector programme setting.
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Ability to write clear and well-argued proposals and/or reports; experience in proposal coordination and development.
- Excellent planning, management and coordination skills, with the ability to organize a substantial workload comprised of complex, diverse tasks, responsibilities, and work calmly under pressure.
- Proactive and solutions focussed, with an ability to remain detail-oriented while maintaining strategic oversight.
- Proven team working skills, adaptability and flexibility.
- Computer literacy and proficiency in MS Word and Excel spreadsheets
- Fluency in written and spoken English and local languages

Desirable

- Experience in a complex and matrix-managed organization.
- Skills and experience in training and capacity building.

Only Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a



meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at <https://southsudan.savethechildren.net/careers>

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 9th, November, 2022.

