

26th November, 2020.



Internal and External Job Advertisement
VA – NO: SCI/HR/20201126–Head of Humanitarian Response CAT 2

Save the Children is an international non-governmental organization that works for a future where 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:	Head of Humanitarian Response CAT 2 (01)
Location:	South Sudan CO Juba
Reports to:	Director of Programmes Operation (DPO)
Contract period: and funding.	12 Months – with possibility of extension based on satisfactory performance



Staffs directly reporting to this post: Three members of the humanitarian response team leaders will directly report to the Humanitarian Director.

JOB PURPOSE:

Provide leadership and strategic direction to all humanitarian response programming aspects of Save the Children humanitarian and emergency response in South Sudan. The role holder will focus on advocacy, representation, policy, proposal and budget development, categorization of emergencies and support the field teams in expediting the implementation of humanitarian response projects. The role holder will directly report to Director Program Operations, and work closely with zonal heads of program implementation (HPIs) and collaborate with the other departments to ensure timely and efficient response that is integrated with pre-existing programming in the 3 zonal Offices.

The role holder will also ensure immediate and appropriate response to children's needs during humanitarian crises as well as cross sector collaboration among technical units. S/he will ensure funding proposals are produced and donor reporting requirements are adhered to, and are of the highest standard and that Save the Children's commitment to improving quality and accountability in humanitarian work is upheld, and complies with all relevant policies and procedures with respect to child protection, health and safety etc.

In addition, the role holder will represent Save the Children at high-level donor meetings and where emergency programming is concerned, ensuring an appropriate positioning of Save the Children and accountability in our humanitarian programming.

KEY AREAS OF ACCOUNTABILITY:

The position holder will contribute to:

- Provide leadership to the humanitarian response of the South Sudan Country Office
- Lead on emergency response in country and advise SMT on strategic planning for emergency preparedness and response in South Sudan
- Liaise with Regional and member humanitarian backstops to ensure contingency funding and backstop support.



working relationships with: host government authorities, partner agencies including humanitarian and development donors, and local and international NGOs including strategic interaction at the most senior levels of management in UN, INGO, National NGO and government agencies

Leadership and management of humanitarian programmes:

- Assume overall management oversight of planning and implementation of the SSD humanitarian response and programme budget in South Sudan.
- Expand the programming portfolio through capacity building of field staff, development of partnerships and networks, as well as development of new funding opportunities
- Ensure that existing finance guidelines and related administrative procedures are adhered to and that grant finances are kept in an exemplary state
- Coordinate regular management and technical support visits to implementation sites to ensure that programming meets/exceeds international and Save the Children standards and corresponds to work plans and budgets
- Ensure compliance with all relevant policies and procedures of Save the Children, e.g. child rights and safeguarding, donors and the government
- Work closely with other thematic areas to harmonize humanitarian interventions
- Work in closely with the Logistics, Security, DCD, National Operations managers and Program Managers to ensure efficient delivery and support of humanitarian programmes and staff safety and security in high risk areas where humanitarian response programming is operational

Humanitarian preparedness and response:

- Ensure rapid response to the needs of children and their families in times of crisis
- Lead the development of the country programme's Humanitarian Preparedness and Response Strategy and Contingency Plans and liaise closely with the Save the Children Humanitarian Team
- Make clear recommendations based on the South Sudan's Response Strategy re: proposed programme content, staffing, management and administration arrangements and budget with clear indications of funding and technical support resources
- To ensure a funding strategy is in place to resource the delivery of the humanitarian response strategy
- Ensure Save the Children programmes are included or referenced in the UN CAP and Flash appeals
- Continually monitor the situation of the affected population and ensure revisions to humanitarian response strategy where necessary
- Develop, ensure training and activate country Emergency Response Team as necessary
- Ensure rapid humanitarian multi-sectoral integrated assessments are undertaken as necessary to continue to inform the implementation of the humanitarian response strategy
- Support the Security Focal Point to ensure that optimal safety and security management procedures and practices are in place for the humanitarian response programme and continually monitor the safety and security situation, adapting staff safety and security procedures accordingly
- To lead on the content and staffing of the humanitarian response; define and request support needed from the country office, regional office and SCI Humanitarian Team
- Ensure that SMT and Regional Humanitarian Director are well informed on issues related to humanitarian response and humanitarian risk management pertaining to all areas of operations and that all humanitarian programming in South Sudan is well integrated with the regional and global humanitarian response system of Save the Children.

Monitoring and reporting:

- Work with the MEAL team and the programme teams to ensure that programme objectives and activities are agreed upon within the context of Save the Children values, aims and objectives
- Ensure production and timely dissemination of high quality, analytical reports, supply of regular situation reports, and collection, analysis and dissemination of relevant information and data relevant to the response
- Evaluate, monitor and review to ensure strict compliance of programme activities with Save the Children national and global policies and procedures and with relevant donor regulations and agreements, SPHERE guidelines and the NGO code of conduct.

Representation, communication & relationship building:

- Represent Save the Children on national forums, workshops and meetings regarding humanitarian issues
- Establish and maintain strong relationships with key national partners and coordinate with other INGOs with humanitarian capacity, including government and UN colleagues



- Ensure effective representation of Save the Children's humanitarian response to local authorities, donors, working groups, clusters, task forces, and other members of the humanitarian community
- Support establishment and maintenance of strong working relationships with local communities, community based organisations and other local authorities as appropriate.

Staff Management, Mentorship, and Development – Humanitarian:

- Ensure that all staff understand and are able to perform their role in humanitarian response
- Manage the Humanitarian team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
- Develop and train the country Emergency Response Team in coordination with the EARO and the SCI Humanitarian Team
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff
- Incorporate staff development strategies and Performance Management Systems into team building process. Establish result based system and follow up
- Manage the performance of all staff in the Humanitarian work area through:
 - Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans

Other

Tasks as assigned by line manager.

SKILLS AND BEHAVIOURS (our Values in Practice):

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in a relevant field required, Masters degree preferred
- Recommended minimum of 8 years' experience in humanitarian programme management, preparedness and response in several fragile or complex contexts
- Significant experience of managing logistics, security and operations
- Understanding of international humanitarian aid systems and agencies



- Experience of working in insecure environments
- Ample knowledge of humanitarian response and transitional program concepts, policies, frameworks, strategies and components, as well as development concepts and frameworks
- Extensive on the ground experience in multi-sectoral humanitarian response, including food aid programs
- Experience in logistics management
- Solid budgeting skills and knowledge of key donor regulations
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Commitment to Save the Children's practices and procedures and ways of working with children
- Willingness to work and travel in often difficult and insecure environments
- Fluency in English, both verbal and written
- Competency in local language is preferred but not required
- Commitment to Save the Children values

Additional job responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities:

- The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

- 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.

Health and Safety:

- The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Academic documents & relevant certificates. To Jobs.southsudan@savethechildren.org or hand deliver at the HR Office in the SCI Field locations. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **16th December, 2020 by 5:00 PM.**

The position must be clearly indicated in your subject-line or envelop. Applications will be screened on a rolling basis.

Please note that:

- This position is open to all SCI internal and External applicants.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

