

VACCANCY ANNOUCEMENT FOR THE POSITION OF EMERGENCY RESPONSE OFFICER

About Coalition for Humanity.

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County. Coalition for Humanity seeks to recruit the below position;

Position Description.

Job title: Emergency Response Officer (Roving)

Job Location: Juba- Roving

Reports to: M&E and Project Coordination Manager

Job Summary

The Emergency Response Officer shall work under the direct guidance and supervision of the M&E and Project Coordination Manager. The Emergency Response Officer will support in planning, leading & coordinating quality timely and effective emergency response activities across different parts of the country. H/She act as the nucleus of the organization's Mobile response team that will take lead in mapping, assessing and sharing reports of country's hotspots for emergency responses. He/she will also support in coordination and working closely with relevant assigned clusters by ensuring timely updates through reporting of 5Ws, regular meetings attendance, presentations of key situational updates and organisation responses in related to emergency portfolio. He/she shall response to multisectoral needs in key thematic areas of Protection, GBVAoR, CPAoR, HLPaoR, WASH/ESNFI, FSL, Health and Nutrition) of the vulnerable affected populations affected by crisis. He/she will review tools and ensure that protection mainstreaming methodologies and safeguarding are prioritized and that all persons of concern are involved in decisions that affect them through technical support to project planning and implementation, monitoring and reporting of activities. He must highly

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flexible and adaptable/agile and quickly response to emergency need or any field deployment of needs immediately.

Key Responsibilities

a) Project planning and implementation

- Attend regularly assigned cluster meetings and share contexts on humanitarian situation across different sites.
- Reporting on 5Ws and follow up on cluster actions for continued engagements ensuring areas that need spotlight are properly shared and supported.
- Attend other ad hoc meetings/workshops/trainings as shall be assigned from time to time.
- Collect data on humanitarian context at field levels through regular assessments and field activities.
- Ensure activities workplan and implementations are done timely and in accordance with donors' requirements.
- Lead/Participate in field mission across different locations in South Sudan.
- Adhere to standard operating procedures for emergency responses.
- Lead in verification of beneficiaries ensuring that it is done in accordance with the right procedure in line with CH internal procedures and donor's requirements.
- Oversee the distribution of emergency items, multipurpose cash in the field and supervise the casuals in the site.
- Prepare reports for all conducted activities timely, accurately in line with CH internal procedures and donor's requirements.
- Ensure that he/she monitors the distribution of materials or multipurpose cash in line with CH highest level of integrity and accountability procedures.
- Prepare distribution reports accompanied by all accountability documents completed within the agreed standard and time (distribution lists, attendance sheets with telephone numbers and properly signed among other documents).
- Stick to correct distribution procedures and train casual workers on the same prior to distribution exercise.
- Adhere to CH code of conduct while implementing activities and train casual workers on the same.
- Make recommendations to line managers from lessons learnt after every implementation for future improvements.
- Coordinate and liaises with community leaders and beneficiaries ensuring that they are fully involved in any response.
- Ensure protection mainstreaming and inclusion of most vulnerable people in the entire cycle of the response is adhered to at all times.
- Conduct Distribution monitoring (PDMs) either on site or remotely and file reports promptly to draw lessons thereof and use the same to improve future interventions.
- Work closely with other CH project staff, NGOS, UN agencies and other stakeholders for maximum benefits for the people supported.
- Contribute to ongoing assessments and analyses to better understand protection risks, other relevant programme areas to map out opportunities and recommendations in order to effectively support vulnerable individuals, and to identify support structures
- Analyses trends in all assigned areas such as GBV, Protection, Child Protection, Food security and livelihoods, WASH/ESNFI, and recommend adjustments based on the needs.
- Work with teams and communities to develop appropriate prevention and awareness-raising/behavior change strategies.



- Coordinate with local and international NGOs, UN agencies and other stakeholders to cultivate cooperation and avoid duplications in responses.
 - Perform any other related assignment as assigned by the Line supervisor.
- b) External relations and representation**
- Participate actively in assigned clusters which might include but not to general protection, GBV, Child Protection area of Responsibility, HLP area of responsibility, Education, WASH/ESNFI.
 - Participate and coordinate meetings with other partners contributing to sharing of lessons learnt, challenges and experiences with aim to avoid duplication of resources and efforts.
 - Identify opportunities for collaboration; coordinate with partners for complementarity of efforts and resources rather than replication.
 - Facilitate and coordinate field visits organized by the project donors and other partners in the project location in collaboration with state Protection cluster focal points.
- c) Project quality control**
- Ensure lessons learnt are documented and reflected in project planning and decision making during the project implementation.
 - Ensure the efficient utilization of project resource in line with agreed policies and guidelines both internally for coalition for humanity and donors.
 - Ensure proper tracking and documentation of project indicator data and targets achieved by the project during implementation.
- d) Project Reporting**
- Provide regular and timely update of project implementation progress to supervisor and state cluster focal persons in accordance to the set reporting timelines.
 - Ensure preparation and submission of weekly updates from project implementation to the line Manager.
 - Contribute to preparation of internal project activity narrative of implementation status as required by the project donors.

Person specification

a) Education and Experience.

- Minimum of a Degree in Gender and Development studies, Public Administration, sociology, political science or any related social sciences. A master degree in relevant field is required.
- A minimum of 3 years' experience in development and programme design in related field.
- Certification preferably in social work, Counseling, Psychology or any other related field is desirable
- Three years' experience in any of the following areas; General protection, Child protection, GBV, WASH/ESNFI, FSL/Multipurpose cash, cluster coordination, project implementation.
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs.

c). Core competencies

- Advanced communication skills including active listening skills and excellent written communication.



- Excellent knowledge of general protection, CP, GBV and PSS basic principles, WASH/ESNFI, FSL, multipurpose Cash response etc.
- Excellent knowledge of GBV case management principles
- Excellent knowledge of the negative impacts of early marriage on the individual, family and community level
- Excellent knowledge of the negative impacts of child labor on child development
- Good communication and psychosocial first aid skills
- Exceptional professionalism and interpersonal skills and an ability to work collegially with team members and stakeholders.
- Ability to represent the organization and its objectives in highly professional and responsible manner.
- Ability to allocate and review priorities to meet deadlines.
- Proven ability to draft, edit and produce written proposals and results focused reports
- Proven knowledge and experience in developing and implementing community mobilization projects

d). Behavioral Competencies

- Flexibility in approach and an ability to adapt to varying demands and work hours
- Ability to identify problems and resolutions.
- Ability to work unsupervised
- Proficient skills and experience in working on MS Office
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently
- Ability to work well with a cross-cultural team
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs

Coalition for Humanity has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Disclaimer: The above job description and job specification are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Interested Applicants are invited to submit their Application letter and latest CV including three referees, Nationality ID and Academic documents/ testimonials in one PDF file via email to jobs@ch-int.org or hand deliver hardcopies to Head office in juba or any of our field offices accessible to you. The Deadline for application is 20th September 2024.

