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Approved by  
MLPS/HRD  
14/5/2020  
NHH



## CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

<b>Position:</b>	<b>Emergency Response Coordinator</b>
<b>Department:</b>	Program
<b>Location:</b>	Juba
<b>Reports to:</b>	<b>DCD-Program</b>

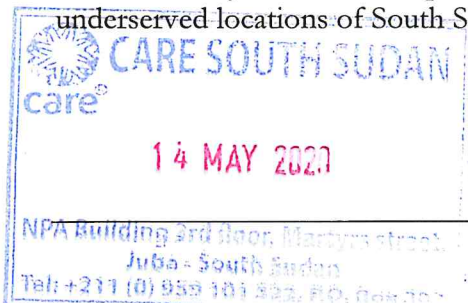
### SCOPE AND SUMMARY OF THE POSITION

The purpose of the Emergency Response Coordinator (ERC) position is to Coordinate and Manage the full range of CARE South Sudan's emergency responses in Health, protection and food security. The role of the ERC is to ensure continued Emergency support to State Coordinators enabling them to effectively execute emergency responses within their own states. The ERC further identifies opportunities and resources for strengthening response efforts, from the regional and global rosters. The ERC effectively represents CARE at national coordination mechanisms, ensuring that CO is are well apprised of donor and UN concerns and priorities.

The position will report to the Deputy Country Director Programs and work closely with the Country Director, Deputy Country Director-Operations, Crisis Management team, RMU and CARE Emergency Group (CEG) staff to provide and coordinate managerial and technical support to all aspects of the CO emergency response efforts. The ERC will directly assist the Field teams including but not limited to providing on-site and remote support for Emergency response planning and budgeting, quality assurance and accountability, advocacy, and representation at key meetings at Juba level

The ERC will form and provide organize activities of the CO Emergency Response Team (ERT) members and work directly with Program staff to strengthen transition to longer term recovery strategy development from emergencies. Previous and current humanitarian needs in South Sudan have tended to be food security or public health in nature including the current COVID-19 response hence CARE SS seeks passionate individuals with experience managing Public Health Emergencies of Significant scale for this role.

This is initially a six- month position and requires travel up to 50% of time predominantly within often underserved locations of South Sudan.



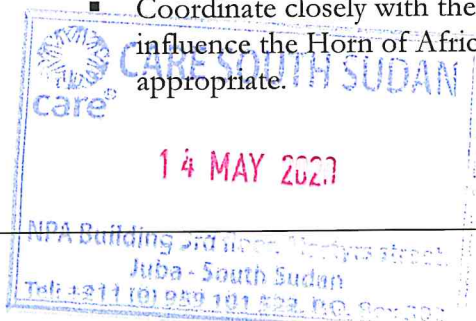
## **JOB DUTIES AND RESPONSIBILITIES:**

### **RESPONSE PLANNING, COORDINATION AND MANAGEMENT**

- Manage on behalf of the CO current ongoing Emergency responses including COVID-19 preparedness and response initiatives
- Periodically undertake hazard identification and risk analysis to inform the emergency preparedness planning.
- Form the emergency response team (ERT) and sub-office structures to support emergency operations. Assign key roles to individuals on the team.
- Provide orientation to ERT members of basic concepts of emergency response and emergency protocols.
- Develop a detailed inventory of office capacities using the CARE Capacity Assessment Questionnaire. Identify any capacity gaps.
- Undertake response planning appropriate to the level of risk. Consider possible responses to emergency scenarios and establish the basic elements of response strategies.
- In liaison with programs team involve partners in the planning and assess modalities of response will be used e.g. cash, in-kind, technical assistance,
- Liaise with programs and Crisis Management Team on priority issues and challenges that need support from ERT response, and facilitate the identification and delivery of such
- Prepare and manage Emergency Preparedness/response plans budgets, and reports, provide ongoing feedback and serve as a sounding board on transition and organizational development issues.
- Serve as the principle point of contact for CO Emergency Response initiatives; Prepare situation reports, coordinate visits, follow up on action plans and provide updates as necessary.
- Provide surge support for Program capacity gaps and demands both and CO and the field Offices as and when they arise.
- Ensure needs of ECSA and CI members are met in a timely and coordinated manner.

### **RESPONSE ADVOCACY & RESOURCING:**

- Prepare and submit appeals for Emergency Response funds from CI as soon as an alert is sent out.
- Participate in supplying necessary information of activate alerts including the START fund and ERF among others
- Be the first to update and send funding appeals to the UN and in-country donors as well as CMPs at the onset of any emergency
- Stay abreast of funding opportunities, meet with and liaise with key donors in close coordination with CARE International members and COs
- Represent CARE SS in response coordination meetings and networks in the region and beyond if appropriate.
- Coordinate closely with the CI and Advocacy Units/Staff on CO Emergency issues, influence the Horn of Africa advocacy agenda items, and represent CARE SS as and when appropriate.





## **RESPONSE REPORTING:**

- Prepare and circulate situation reports on emergencies based on program and humanitarian reports from various platforms
- Monitor the CO Humanitarian context and risks and ensure regular situation reports are submitted to ECSA, CUSA and CEG/Geneva.
- Review key program, financial donor and response reports produced by the Field Offices and provide feedback to improve the quality of reporting and strengthen ongoing emergency responses.
- Prepare semi-annual management reports and interim updates as needed.

## **RESPONSE QUALITY ASSURANCE**

- Carry out a within-48-hour rapid emergency needs assessment during the onset of emergency and provide timely information to CARE International for decision-making.
- Confident enough to 'raise the alarm' in the event of an emergency and to provide best estimates of the situation.
- Strengthen community capacities to reduce the effects of identified risk situations and be better prepared to respond.
- Take lead with implementing After Action Reviews and ensure implementation and follow up on recommendations.
- Visit response activities in each field office on regular basis, and provide feedback on quality, appropriateness of implementation methodologies, and integration.
- Review design of anchor projects and provide feedback to ensure relevance and alignment with EPP, and correspondence between goals, objectives and resources.
- Work with the Gender Advisor to ensure CARE SS emergency responses are gender transformative in consonance with the CO strategic plan.

Help ensure mainstreaming of preparedness and mitigation actions in development projects and undertake continuous risk monitoring

## **REQUIRED QUALIFICATIONS:**

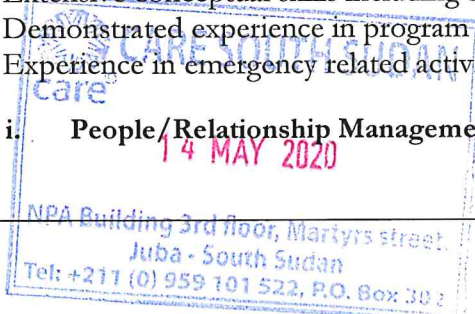
- I. Education;
  - Required; Bachelor's Degree in Medicine, Epidemiology or Public Health
  - Desired; Master's Degree in Public Health, Nutrition, Food security or related field
- II. Experience
  - Number of months/ years of previous professional experience in a similar position
  - 5- years' experience in emergencies response
  - Experience leading a public health emergency response
  - Prior experience in Country Office response oversight function
  - Knowledge of South Sudan

## **III. Technical Skills**

### **Program Management**

- + Demonstrated experience in leading strategic and operational planning
- + Demonstrated leadership and management skills in a very complex international setting
- + Extensive conceptual skills including strategic analysis
- + Demonstrated experience in program design, implementation and evaluation
- + Experience in emergency related activities

### **i. People/Relationship Management**



- + Demonstrated leadership and interpersonal skills
- + Ability and interest to coach and develop teams
- + Experience with performance management
- + Strong representation and negotiation skills
- + Demonstrated use of positive coping strategies in stressful environments
- + Demonstrated cross cultural communication skills

**ii. Financial Management**

- + Knowledge and experience with financial management as demonstrated by:
  - Ability to manage a complex budget
  - Follow-up on internal and external audit recommendations
  - Donor compliance and reporting

**iii. Information/Knowledge Management**

- + Ability to promote a learning culture

**iv. External Relationships/Fundraising**

- + Experience in successfully managing institutional partnerships with national and international NGOs
- + Experience in establishing and maintaining collaborative relationships with donors and government counterparts as well as multi laterals.

**HOW TO APPLY**

The position will be based in Koch. This position is ONLY open to South Sudanese Nationals.  
Opening Date **13<sup>th</sup> May 2020** and Closing date for receiving application will be **2<sup>nd</sup> June 2020**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE office located within NPA Building in Hai Supiri next to UNICEF.

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

