

**Vacancy Announcement**

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Previously SP managed the Lui Hospital in Maridi and is presently managing the Maban County Hospital in the Upper Nile State. SP has also been working in South Sudan conducting health and emergency responses for EVD preparedness, and COVID 19 response, providing training and mentoring for health Care workers Samaritan's Purse International Relief is seeking to hire qualified persons to fill the

**Job Title:** Emergency Preparedness and Response Manager

**Sector:** Emergency Response

**Location:** Juba with frequent travels to the field sites

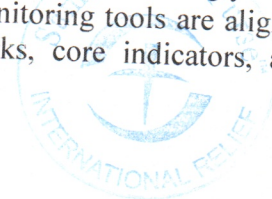
**Reports to:** Deputy Country Director Programs

**Deadline of Application:** Friday 12<sup>th</sup>, March 2021.

**Duties and Responsibilities:**

**Emergency Preparedness Planning**

- Support and facilitate the country programme and the SMT in the annual process of the emergency preparedness planning cycle leading in the design and development of a country owned Emergency Response Plan.
- Provide support to country programme and field based staff on emergency preparedness issues, including delivery of training and simulations (emergency preparedness / emergency response trainings).
- Monitor program performance; recommend and implement modifications to systems and procedures.
- Develop and conduct emergency management training sessions with other departments and outside agencies/partners.
- Develop relations with other organizations including local, and international organizations; maintain close working relationships to ensure rapid and coherent response in emergency situations.
- Prepare and present staff reports to SMT and make public presentations as necessary on lessons learned.
- Closely monitor and stay up to date on context-specific factors informing and/or impacting Emergency Response activities e.g. early warning data, security and access issues, other actor mapping, and make recommendations to SMT and program teams accordingly.
- Work closely with M&E unit to ensure data collection and monitoring tools are aligned with and responsive to emergency program M&E frameworks, core indicators, and inclusive of the particular needs of vulnerable groups





## Emergency Response and Programming

- Initiate, and as necessary lead, needs assessments and data collection to feed into project design; Support field teams where needed to develop/refine tools for, and/or conduct and compile information from, rapid assessments.
- Lead and coordinate the design and delivery of SP emergency interventions in response to e.g. displacement due to conflict or natural disasters, disease outbreak, and other emergencies as they arise and based on needs
- Ensure an integrated sector approach when implementing a response through engagement and consultation with Programme Sector Technical leads from the inception of the response
- Work closely with Grants and Finance departments in the development of budgets and proposals for emergency preparedness and response interventions, coordinating with other technical leads on project design and proposal development inputs
- Oversee the implementation of first line emergency response projects, ensuring timely procurement, spending, and implementation plans and that overall stated goals and objectives are tracked and met before transition and merger with regular programming or exit
- Closely monitor and manage Emergency Response program spending and serve as budget manager for emergency response grants.
- Ensure compliance with SP policy, procedures and practices throughout preparedness and emergency response activities, including adherence to **Do No Harm** principles.

## Coordination and Representation

- In collaboration with field Program Managers and security focal points, closely monitor and communicate with key staff as needed on new or anticipated developments in population movements, security context, accessibility constraints, and natural or environmental phenomena.
- Liaise with and support operational functions in their roles in effectively designing and delivering preparedness and response, particularly on Food/NFI's, prepositioning, and timely procurement.
- Coordinate with Technical leads and ensure SP is adequately represented at relevant national level forums (e.g. cluster, working groups, and other coordination meetings; launches and briefings) providing feedback, analysis and recommendations to the SMT.
- Identify opportunities for and take forward concrete actions toward enhancing coordination with other NGOs during the onset of a rapid onset emergency response
- In coordination with Area Coordinators, Technical Leads and Program Managers facilitate donor and HQ visits to the program sites.

## Reporting & Documentation

- As required, compile or contribute to the writing of assessment and project reports.
- Compile and disseminate any data, reports, briefings, etc. relevant to SP preparedness and response activities in a timely fashion.



- Contribute to the design and development of program briefing materials, and provide timely, quality inputs to information requests from SP regional and HQ management and donors.

#### **KEY WORKING RELATIONSHIPS:**

Internal: Deputy Country Directors; Finance, Grants; M&E Manager; Sector Technical Leads; Senior Operations Manager; Field Program Managers,

External: Other humanitarian organizations; relevant Cluster leads; donors, as required.

#### **Qualifications**

- Bachelor's degree in relevant field from a recognized university with at least six years of relevant work experience;
- Experience must include work in a similar role within international humanitarian/emergency contexts
- Exceptional coordination and inter-personal skills
- Background in situation analysis, needs assessments and project management.
- Demonstrably excellent written and oral communication skills; strong English writing skills required.
- 3 years of Experience in Food/cash programming is a plus
- Familiarity with major donor rules and regulations (e.g. USAID/OFDA, WFP)
- Proficient in MS Office, MS Word, MS Excel, and MS PowerPoint
- Flexibility to adapt to changing demands and the ability to work under pressure are essential

#### **PERSONAL SPECIFICATIONS:**

- Ability to work under pressure, long work hours, and high workload.
- Ability to independently organize work and prioritize tasks.
- Self-motivated, honest, highly responsible, and punctual.
- Ability to work both independently and as part of a team.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as medical reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups and other humanitarian actors. Arabic language skills preferred but not required.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.





## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25kg. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- May travel in country with exposure to communicable diseases, hot and humid weather conditions.

**How to apply:** Any interested applicants are required to submit an application letter, updated CV, copies of academic certificates, copy of National ID card for clear nationality identification to Samaritan's Purse, Juba Office at Hai Cinema near Quality Hotel by **12<sup>th</sup>, March 2021 at 4:00PM**. Only Qualified South Sudanese applicants will be considered for this position. Please indicate clearly the Job Title and the Duty Station on the Subject line of the email or Envelope

Application can also be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org)

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

