



SD-H-3
Approved by senior Inspector
MOL/RSST/J
27/06/2023



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.

Position:	Humanitarian Response Coordinator
Department:	Program
Location:	Juba with visits to field locations
Reports to:	Deputy Country Director - Program
Provides supervision to:	Humanitarian Response Project Managers
Starting date:	ASAP

Job Summary

The Humanitarian Response Coordinator provides oversight and leadership to humanitarian programme operations and technical expertise in ensuring programme quality implementation, accountability and compliance with donor and CARE South Sudan (SSD) requirements in the humanitarian response. S/He provides leadership for CARE SSD in emergency preparedness and response as well as ensures the mainstreaming of humanitarian approach to support the other pillars of the CARE SSD programmes – Food Security and Women Economic Justice, Health and Nutrition, and Gender Equality. Coordinates the ERT and represents CARE with other agencies involved in emergency preparedness and response at national and local levels. In collaboration with the MEAL team, relevant data, and information to be shared with the national, local government and sub-cluster representatives such as the 5Ws data.

Specific Responsibilities:

Job Responsibility #1 (25%) Emergency Preparedness and Response and Emergency Response Team (ERT) Building.

- Ensures to regularly update the CARE SSD's Emergency Preparedness and contingency plans.
- Ensures Country office's Minimum Preparedness Actions (MPAs) are implemented, and Emergency Preparedness Plan (EPP) systems are in place.
- Leads on capacity development of Emergency Response Team members e.g., use of CARE Playbook and Tool Kit.
- Leads on the development and sharing of Emergency Alert.
- Ensures participation in humanitarian coordination meetings as scheduled.

Job Responsibility #2 (25%) Country Office Resource Mobilization (RM) for Emergencies.

- Collaborates with the Program Development and Quality Coordinator (PDQC) in the development and implementation of humanitarian/emergency projects.
- Coordinates with information manager for input into knowledge and communications products
- Inputs into proposal development and delegates appropriately
- Coordinates CARE representation in national, regional, and local workings groups as advised by the PDQC/RM working group and ensuring information is collected and fed back.



Job Responsibility #3 (30%) Emergency Projects compliance and Implementation.

- With support from DCD-P, ensures all Individual Project Implementation Agreements (IPIAs), budgets and sub-agreement for emergency projects are in place.
- Coordinates participation in field level meetings to appraise CARE 's role in humanitarian response.
- Reviews and approves project reports (narrative and financial) from PMs under humanitarian response and shares with relevant donors.
- Ensures the senior leadership team is kept informed about progress in the humanitarian response implementation and strategies, project plans, progress reports, and other significant developments.
- Approves emergency procurement plans as per policy threshold.
- Provides oversight and guidance on humanitarian projects' financial reports, inception, progress, and close-out meetings.
- Leads on monitoring of relevant sources for potential disasters (e.g., flood warnings) and communicates information with the DCD – P and ERT.
- Leads the rapid response team (RRT) team to conduct relevant assessment for both rapid and slow on set emergencies.
- Ensures and approves preparation and timely sharing of situation Reports (sitreps).
- Oversees accountability mechanisms are in place and monitored.
- In collaboration with the MEAL team, ensures 5Ws and other information needed by the clusters are timely submitted.
- Approves the M&E framework and implementation plan for Emergency projects.
- Monitors compliance and accountability in the use of emergency projects resources in line with CARE and donor requirements
- Supports the MEAL team in development of new strategies that include proposal of data collection methods and defining gender and protection indicators during project design; and supporting the team by providing guidance in data collection.
- Interprets the analysed data including the Project/Programme Information and Impact Reporting System (PIIRS) data, present how the gender and protection objective is progressing in terms of performance indicators and propose plans for action to address any gaps in project implementation.
- Communicates programme outcomes to stakeholders, including CARE Member Partners, CARE Impact Area Leads and Donors.
- Shares best practices and lessons learned to improve program effectiveness and provide regular reports to the SLT and the program team.

Job Responsibility #4 (15%) Representation and Partnerships

- Participates in the relevant humanitarian clusters and represents CARE on behalf of the department, and with donor and stakeholder meetings and other technical working groups.
- Contributes to the creation of a positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct, ethics, values, and standpoint with regular internal and external actors.
- Ensures maximum visibility of the organization amongst the donor and INGO communities.
- Ensures CARE's partners across all sectors receive the relevant trainings around CARE's humanitarian approach.
- Supports PMs and project teams to ensure that partners utilize humanitarian response global principles, standards, and guidelines for the implementation of their programmes.
- Supports partners in the development of training and outreach materials.
- Supports in the facilitation of training to partner staff.
- Conducts regular field visits to partner sites to provide support, identify capacity building needs and monitor the progress of the project.



Job Responsibility #5 (5%) Human Resources Supervision of Staff.

- Prepares Personal Activity Report (PAR) for own monthly activity, and review and sign off PARs for emergency project managers.
- Leads on performance reviews on direct reports including PMs, ensures regular mentoring on individual performance and arranges for necessary action (for example further on the job training).
- Ensures that programme support team provides proper training to the emergency team.
- Monitors the overall welfare of staff (such as sickness, workload balance, work related stress), and takes the appropriate action for immediate assistance.
- Ensures Emergency Managers are kept informed about any new developments in the emergency response implementation and strategies, project plans, progress reports, and other significant developments.
- Supports recruitment of Senior emergency project staff and when relevant, supports recruitment of field staff in conjunction with Human Resources (HR) Department
- Maintains updated job descriptions, conduct interviews, orient new staff to the CARE approach to humanitarian work.
- In coordination with HR department, ensures that all new staff complete the compulsory online training.
- Assists in the selection and training of qualified humanitarian response project managers, technical advisor(s) and other programme staff, recommend promotions, and implement disciplinary action suggest termination of staff in consultation with the Senior Leadership Team (SLT).
- Maintains open lines of communication with humanitarian response PMs.
- Trains senior national humanitarian response staff to increase their responsibilities to build capacity and ensure sustainability of programs.

Qualifications: Education/Knowledge/Technical Skills and Experience

Qualifications

- Degree in Development Studies, Social Science or equivalent
- Post graduate degree preferably in Humanitarian assistance, disaster management, social science or equivalent.

Experience/ Competencies

- Eight plus years relevant experience in community development/ humanitarian work, with minimum of 5 at a senior management level with a coordination role requiring provision of support to multiple offices/locations/teams.
- Five years' experience working programming in humanitarian contexts, including experience of field-level management of complex humanitarian response and resilience programs with proven experience donor-funded projects.
- Proven knowledge and experience in developing and implementing humanitarian response projects, with local partners and across sectors.
- 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.
- Strong communication skills, both oral and written.
- Experience developing quality reports.
- Familiarity with international standards and guidelines as well as CARE's humanitarian response approaches.
- Supervisory experience: managing and providing technical support and assistance to field staff and willingness to travel to field sites regularly.



HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **27th June 2023** and Closing date of receiving applications will be **19th July 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street opposite to UNICEF.

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

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Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

