

Emergency Response Programme Coordinator, Chad

About the role: This is a 12month, replacement role with unaccompanied terms based in Baga-Sola, Lac Region, Chad with a salary of €39,219 - €43,577 and benefits.

You will report to the Director of Programmes and will line manage a Health and Nutrition Team leader, WASH Officer, Finance Officer and Logistics/Admin Officer – exact staffing organogram shall be changing in accordance to programme needs. You shall also work closely with other Concern Worldwide in Chad staff; Regional Desk at Head Office; Emergency Directorate advisers.

We would like you to start on June 1st 2018.

Your purpose: You will provide quality leadership and ensure effective and professional management of Concern's Emergency response programmes in Baga-Sola, Chad. You will have overall responsibility of all operational and support sectors of the programmes and will enhance emergency preparedness and programming and the managerial skills of key Concern staff in the Lac Chad region.

You will be responsible for:

Programme Quality

- Oversee the planning, implementation and monitoring and evaluation of the Lac Region Emergency Response Programme in consultation and partnership with local stakeholders, ensuring programme is implemented in line with Concern Worldwide policies, procedures and Core Humanitarian Standards.
- Lead and participate in emergency assessments and develop plans for expansion in consultation with line management. Identify and respond to opportunities to expand programmes/impact.
- Lead the development of project proposals/concept papers and their budgets (ECHO, Irish Aid, UNICEF, WFP, CERF, CHF) for the Lac region.
- Provide close support to Concern staff in the areas of operation in the Lac Region through regular visits as security and access allow, development and implementation of robust monitoring plans, capacity building and other avenues of support.
- Liaise with other NGOs, local authorities and other relevant stakeholders for effective coordination, cooperation, communication and accountability to achieve mutual understanding and acceptance.
- Analysing and resolving issues that have the potential to jeopardize programme deliverables Ensure that crosscutting themes including gender, accountability, equality, DRR, HIV and protection are integrated/mainstreamed in the programme in line with Concern policies and the specific Chad country strategy.
- In line with Concern Worldwide's commitments under the Core Humanitarian Standard (CHS), actively promote meaningful community participation at all stages of the project cycle (planning, implementation, M&E).
- Assess and pursue opportunities for local partnerships within the humanitarian response in collaboration with the line manager.
- ensuring lessons learned are shared with relevant stakeholders
- ensuring How Concern Understands Extreme Poverty guidelines are integrated into all programmes
- updating Programme Director and briefing the Country Management Team on a regular basis
- Providing regular reports, programme updates and work-plans to Programme Director
- Ensuring regular multi-sectoral programme meetings to reinforce integration

Budget Management

- Monitoring under and overspending in each programme budget and advising solutions
- Coaching, mentoring and assisting budget holders to develop accurate budgets
- Reporting any suspected or actual financial irregularities to the Country Director

Donor Compliance

- Ensure that donor proposals (ECHO, OFDA, Irish Aid, UNICEF, WFP, CERF, CHF), budgets and reports are of high quality, up to date and delivered in a timely manner in accordance with Concern policies/procedures, donor requirements etc.
- Be responsible for ensuring that donor strategies, guidelines, formats and processes are fully understood and being adhered to within programme implementation and procurement.

Human Resources

- Identify project staff needs, in close collaboration with HR and line management, ensuring that Job descriptions are developed, properly qualified staff are recruited, inducted and trained as per the needs of the programme and organisation and in accordance to Concern HR procedures.
- Manage Programme Team with particular emphasis on capacity building of staff through mentoring, training, and ensuring all staff have up to date job descriptions and Performance Development Reviews (PDR) as per policy. Supporting all area staff to understand and complete their objectives
- Ensure that all staff are provided with the necessary support and advice to carry out their duties particularly as they relate to Health and Nutrition, WASH, Livelihood approaches, emergency preparedness and response.
- assist with the recruitment of national staff and ensuring optimal leave/ R&R planning for national and international staff
- ensuring induction is provided to new staff and performance development reviews are completed for all staff

Communications/Reporting

- Ensure that situation reports, i.e. security, personnel, programme activities, etc. are produced to a high standard and in a timely manner.
- Ensure that ToR's for external advisors, consultants, visitors are prepared and shared on time.
- Ensure donor visibility & facilitate external engagement through (donor, UN, head office, consultants, etc.) visits to the field and high quality reporting; including developing case studies.

Finance, Admin and Logistics

- Manage day-to-day cash management in Baga-Sola and ensure finance and cash transactions and management adhere to Concern procedures.
- Oversee the day-to-day management of logistics (including transport), administration and human resources functions in line with organizational policy and best practice.
- Ensuring strict adherence to Concern's Financial Policy and Procedures
- ensuring regular cash and stock counts
- In conjunction with line management and SMT, oversee and manage longer-term planning within logs, admin and HR functions.

Security Management & Accountability

- As the Security Focal Person - SFP (Lac region) and in collaboration with the Country Director and other SFPs, undertake analysis of security incidents and trends in the zone of intervention and surrounding areas, ensuring that line management is regularly briefed on the security situation and advised as necessary in relation to adaptation of work plans and movement plans as necessary.

- Participate in the revision of relevant SOPs when necessary and other security related duties when necessary.
- Ensuring all staff are aware of and adhere to Security Management Plan (SMP)
- Ensuring a functioning Security Focal Group
- Ensuring a functioning Complaints Response Mechanism

Representation & Networking

- Establishing and maintaining strong relationships with local authorities and organisations
- Ensuring strong relationships, continual capacity building and monitoring of local implementing partners
- Ensure networking and coordination with regional and local Government authorities, (Governor, Préfet, Sous-Préfet), Regional Health Delegation, Traditional authority (Sultan, Chefs de Canton), UN agencies (WFP, OCHA, HCR, etc.) and other humanitarian actors active in the area (NGOs).
- Represent Concern to donors, clusters and other coordination fora in the Lac region (Baga-Sola and Bol) as required.

Other Duties

- Participate in country-level strategic planning initiatives, SMT and CMT meetings and other duties as determined by line management.
- Adhere fully to the commitments of Protection and safeguarding policies; especially rules of Concern's Programme Participant Protection Policy and Code of Conduct (P4 and CofC), including the respect of confidentiality.

Your skills and experience will include:

Essential:

- Relevant post graduate qualification
- At least three years' experience of working in humanitarian programming and demonstrable experience of managing a humanitarian response.
- Management of diverse and multi-sectoral programmes
- Management of a diverse team of staff
- Security Management Skills and Experience.
- Appreciation and knowledge of humanitarian issues including protection issues, latest thinking in accountability to programme participants.
- Budget management
- Knowledge of finance, logistics and administration functions
- Proposal and report writing skills.
- Previous work in challenging, insecure and remote areas
- Fluency in French and, ideally, strong English language ability.
- Flexibility and the ability to direct a multi-cultural team.
- Demonstrable interpersonal and communication skills.
- Able to handle a demanding, desert /Sahel environment (high level of physical fitness would be an asset).
- Delegation, time management and prioritizing skills
- Computer literate and good knowledge of Word and Excel.
- Empathy with Concern's mission, vision and goals, and our target group

We would also like:

- Knowledge/experience of Resilience approaches, Health and Nutrition programming, cash and market-based approaches.
- Knowledge of HF/VHF radio systems

- Arabic and Hausa languages would be an advantage
- You to be flexible and reliable
- You to be culturally sensitive and empathic to others
- You to be able to work under pressure and to strict deadlines;
- You to have some sense of humour