**JOB DESCRIPTION**

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| **Job Title:** | Humanitarian Manager |
| **Department:** | Programme |
| **Location:** | Dublin |
| **Contract Type:** | Three-year fixed term – travel up to 30% |
| **Reports to:** | Programmes Director |
| **Job Purpose:** | Develop humanitarian capacity in what has been a traditional development focused organisation and grow donor funded humanitarian responses. Increase SHA’s profile as a humanitarian actor, grow humanitarian funding and support the country offices to develop humanitarian expertise through training, responses and engagement with key humanitarian actors in each country. Map humanitarian space and identify potential partners for SHA. |
| **Key Responsibilities:** | The Humanitarian Manager is responsible for all aspects of Self Help Africa’s humanitarian work. These responsibilities include:   * Developing and implementing a three-year humanitarian plan * Generating humanitarian income * Mapping of humanitarian space and identifying potential partners for collaboration * Assess capacity gaps in humanitarian response at head office and county office (CO) level * Working with the Compliance and Finance Manager to ensure the appropriate policies and procedures, including to safeguarding, are in place, complied with and regularly reviewed against best practice * Supporting the COs to develop skills in relevant areas such as cash programming, the development of refugee livelihoods, etc. * Supporting annual budget preparation * Working with the Programme Funding team, Programme Support and country offices on the preparation of proposals for donors * Supporting COs on reporting to donors on humanitarian work * Working with SHA’s technical team of advisors in agriculture, nutrition, gender and inclusion, M&E and enterprise to develop appropriate programme methodologies for humanitarian contexts * Advising the SMT on trends, pending crises, humanitarian standards, and sectoral coherence/opportunities with SHA’s current work * Understanding SHA’s development, private enterprise and other work and leveraging that for humanitarian purposes * Working with senior management and the communications team on messaging, public campaigns, etc. * Security: advising the senior management team and country on security and ensuring that humanitarian and other related staff are adequately trained on security * Risk: supporting the SMT and country programmes on managing risks associated with humanitarian work, updating the Humanitarian Risk Register and integrating it into SHA’s Risk Register   **Donors & networking**   * Networking with humanitarian donors particularly Irish Aid, as well as key INGOs, etc. * Represent SHA in Dóchas Humanitarian Working Group   **Emergency Response**   * Overseeing prompt responses to chronic or sudden onset humanitarian emergencies in country programmes * Overseeing the ongoing development and refinement of processes and procedures underpinning effective emergency response, as well as adequate human and financial resourcing * Supporting needs assessments and response planning * Building SHA’s capacity to implement crisis response with partners   **Standards & Compliance**   * Ensuring emergency response planning and implementation is in line with SHA’s standards, including donor compliance and accountability to beneficiaries, donors and other stakeholders * Ensuring that SHA meets with global standards such as Sphere * Developing as necessary SHA’s own humanitarian standards   **Training, development & capacity building**   * Providing technical guidance on humanitarian programme approaches, undertaking as required research and development of internal policy and guidelines * Undertaking from time to time certain other tasks relating to SHA’s activities as requested, including strategic planning * Build capacity and train staff to enable first phase response |
| **Key Relationships:** | **Internal** – SMT, Programmes team, technical team, country programmes  **External** – donors, humanitarian networks, partner INGOs |
| **Qualifications,**  **Knowledge and Experience:** | **Essential:**   * Five year’s overseas experience in implementing humanitarian programmes, with at least three years of senior management experience * Notable experience of deploying in response to rapid and slow onset emergencies, including in a programme lead role * Experience supporting strategic programme development including successful proposal development for a wide array of humanitarian donors * Experience in developing security protocols and in contingency planning * Strong evidence of good interpersonal and communication skills * Budgetary and financial management skills * Highly flexible and organised, able to manage multiple, simultaneous demands and willing to take on new tasks on an ad hoc basis * Ability to work both on own initiative and as part of a team in a high-pressure environment while adhering to deadlines * Strong theoretical understanding of the localisation agenda and experience of engaging and working with local partners, ideally including the development of partnership strategies for emergency response * Experience of engaging with cluster coordination systems and key international humanitarian networks * Experience working with stakeholder feedback and complaints and response mechanisms |

*All candidates offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/Garda vetting.*

**Self Help Africa is an Equal Opportunities Employer**