**JOB DESCRIPTION**

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| **Job Title:** | Humanitarian Manager |
| **Department:** | Programme |
| **Location:** | Dublin, London or Nairobi |
| **Contract Type:** | Three-year fixed term – travel up to 30% |
| **Reports to:** | Programmes Director |
| **Job Purpose:** | Grow the humanitarian function in what has been a development focused organisation. Increase SHA’s profile as a humanitarian actor, grow humanitarian funding and support the country offices to develop humanitarian expertise.  |
| **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
* Mapping of humanitarian space and identifying potential partners
* Assessing capacity gaps in humanitarian response at head office and country office (CO) level and working to develop skills in relevant areas such as cash programming, the development of refugee livelihoods, etc.
* Generating humanitarian income
* Working with the Compliance and Finance Manager to ensure the appropriate policies and procedures, including safeguarding, are in place, complied with and regularly reviewed against best practice
* Working with SHA’s technical team (agriculture, nutrition, gender and inclusion, M&E, enterprise) to develop programme methodologies for humanitarian contexts
* Advising SHA’s Management Team (MT) on trends, pending crises, humanitarian standards, and sectoral coherence/opportunities with SHA’s current work
* Finance: supporting finance in programming and annual budget process
* Security: advising the MT and countries on security and ensuring that humanitarian and other related staff are adequately trained on security
* Risk: supporting the MT and COs on managing risks associated with humanitarian work, updating the Humanitarian Risk Register and integrating it into SHA’s Risk Register.

**Donors & networking*** Liaising with humanitarian donors particularly Irish Aid, as well as key INGOs, etc.
* Representing SHA in the Irish Emergency Alliance (IEA) and in Dóchas Humanitarian Working Group.

**Emergency Response*** Taking the lead in the organisation for emergency response
* Ensuring prompt responses to chronic or sudden onset humanitarian emergencies
* Developing processes and procedures for emergency response
* Supporting needs assessments and response planning
* Building SHA’s capacity to implement crisis response with partners
* Support Fundraising and Communications teams as appropriate.

**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
* Set up internal Humanitarian Working Group to discuss new developments, share best practice, etc.
* Build capacity and train staff to enable first phase response.
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| **Key Relationships:** | **Internal** – MT, Programmes team, technical team, country programmes**External** – donors, humanitarian networks, partner INGOs |
| **Qualifications, Knowledge and Experience:** | **Essential:*** Five years overseas experience in implementing humanitarian programmes, with at least three years of senior management experience
* Notable experience of deployment in response to rapid and slow onset emergencies, including in a programme lead role
* Experience supporting strategic programme development including successful proposal development for 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
* Written and spoken French would be an advantage.
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*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**