**{Job Discription}**

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| **JD Unique ID:** |  |
| **Job Title:** | Humanitarian Programme Manager (Lead) |
| **Department:** | Programmes |
| **Location:** | Addis Ababa,  |
| **Contract Type:** | One year contract, renewable based on performance review and availability of fund |
| **Reports to:** | Country Director  |
| **Required Qty** | One |
| **About Self Help Africa and the Project:** | **About Self Help Africa**Self Help Africa is an international development organization that works through agriculture and agri-enterprise development to end hunger and extreme poverty. The organization has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh. In early 2023 we launched a new five-year organization strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. SHA has been re-registered by the Ethiopian Charities and Societies Agency as a Foreign Charity with a registration number of 0051.Our three core values are:* Impact: We are accountable, ambitious and committed to systemic change.
* Innovation: We are agile, creative and enterprising in an ever-changing world.
* Community: We are inclusive, honest and have integrity in our relationships

As a result of the increasing frequency and severity of emergencies in Ethiopia and around the world, the organisation is increasing its capacity to support programmes in both sudden onset and chronic emergency situations. SHA is securing funding under the EHF which will cover primarily Amhara region, in Gojam cluster areas and beyond. The SHA development programmes have been also impacted by climate events, conflict, and intercommunal violence, compounded by outbreaks. In order to address such humanitarian situation through a humanitarian-development nexus approach, the organization is aiming to build its humanitarian staffing capacity. SHA-Ethiopia is currently seeking to recruit Humanitarian Programme Manager, who will be primarily responsible for the organisation and implementation of the multi-sector humanitarian operation in Amhara region as well as country wide. Our approach integrates emergency and development work, through the Humanitarian Development Nexus approach. Self Help Africa implemented a dozen development and humanitarian projects with local and international partners across Ethiopia. At the core of our work is increasing farm production, supporting new enterprise and developing market opportunities for farmers. |
| **Job Purpose:** | The Humanitarian Programme Manager will be based in Addis Ababa and frequently deployed to the field as the overall humanitarian response lead for the SHA humanitarian portfolio, particularly the Amhara region. The HPM will be responsible to make sure that the overall humanitarian work within SHA is implemented in a timely and quality manner in line with the humanitarian standard operating procedures and mandate. The post-holder will ensure that humanitarian programmes delivered are to the appropriate scale, scope, quality and accountability expected of Self-Help Africa. The HPM, will be reporting to the Country Director and working closely with the Head of Programme, and Heads of Finance and Admin, as well as other key departments, such as HR, Finance, Safety and Security, Procurement and Logistics as well as the implementing field team. The HPM is responsible for identifying needs and resources and elaborating programmatic, operational and leadership recommendations for the emergency responses.The HPM will also be expected to play a role and work in collaboration with, SHA Regional Office, in Bahir Dar and Akesta office. The HPM will ensure the implementation of SHA’s emergency operation, plans, sectoral and multi-sectoral assessments (often with the UN and other NGOs), humanitarian programme and project design and implementation in all humanitarian sectors: JIMMI (Joint Market Monitoring Initiative), MIRA (Multi-Indicator Rapid Assessment), Health and Nutrition, Protection, and Food Security and Livelihoods. WASH, gender and resilience activities and programmatic considerations must be integrated throughout our programming. |
| **Key Responsibilities:** | **Specific duties include, but are not limited to:** * Coordinate and lead project field level activities under his/her assigned areas;
* Provide oversight for humanitarian programming implementation to ensure timely & high-quality delivery of programme activities.
* Play a leadership role in the overall management of SHA emergency responses in close coordination with the CMT.
* Coordinate closely and support the CMT on response, fundraising, supporting the development of high-quality concept notes and proposals linked to the response strategy, and engaging effectively with donors’ humanitarian advisors
* Within the project timeline, where possible, develop and maintain a network of Humanitarian actors for future engagements and partnerships.
* Follow up effective coordination and functioning of operation systems to procure, store and distribute emergency kits, supplies and services for the timely delivery of project.
* Collaborate with the Field Managers, thematic sector leads, and the supporting function including HR, Procurement, Logistics and Finance to ensure that all technical and operational staffing and structure needs for emergency programmes are met.
* Properly implement conflict resolution mechanisms and ensure that grievance and whistle-blowing mechanisms are functional and fairly administered and reported in line with SHA policy
* With Sector Technical Specialists and Field program coordinators, and in collaboration with UN agencies, the government, Clusters and other local and international NGO partners, support multi-sectoral assessments, ensuring assessment findings are documented, shared, and validated.
* Ensure optimal safety and security management procedures and practices are in place for the emergency response programme and continually monitor the safety and security situation, adapting staff safety and security procedures accordingly in collaboration and cooperation with the Security Focal Person and Country Director.

***Humanitarian Programme Development and Quality:**** Collaborate with MEAL to ensure that monitoring & evaluation and accountability processes are in place and compliant feedback mechanisms is incorporated into programme design and learning disseminated.
* Ensure quality programmes and the monitoring of this through regular site visits within the response.
* Ensure strong accountability to beneficiaries.
* Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Humanitarian Charter Principle and Sphere standards

***Reporting:**** Produce high quality and timely sitreps/reports (where necessary) for SHA, Donors and within agreed reporting schedules as required.
* In coordination with relevant Country Management team members, ensure the preparation of a timely programme delivery and submitting the donor reports on project activities in compliance with internal SHA requirements and any relevant external donor requirements.
* Lead and coordinate for meetings, workshops, conferences, training, study tours and related activities relevant to the implementation of the project.
* Identify and liaise with all stakeholders and organise/facilitate stakeholders’ workshops.
* Facilitate and follow up the signing of project agreement between different government sector offices for each project.
* Ensure gender, nutrition and environmental aspects are mainstreamed in all project activities;
* Establish and maintain good working relations with government partners at zone and district level as well as other collaborators in this project;
* Perform any other duties assigned by the line manager and CMT within the area of technical competence.

***General:**** Comply with SHA policies and practice with respect to safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
* Take the lead on other SHA humanitarian requirements such preparedness planning, disaster risk reduction, etc.
* Contribute to transparent ways of working ensuring key information from projects, coordination meetings and other information-sharing and lessons-learnt fora is shared in an open and transparent way to build capacity and strengthen the overall SHA.
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| **Key Relationships:** | **Internal*** Country Director
* Head of Programmes
* Finance and Admin and HR
* Addis office Programme team
* Field Office Cluster Co, Programme Managers and Support functions

 **External*** Local Government Authorities,
* Other International and Local NGOs,
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| **Qualifications/Knowledge and Experience** | **Essential:*** BSc/BA degree in Disaster Management, humanitarian, Nutrition or international development or related field of study
* 6 years relevant working experience with the 1st degree or 4 years relevant plus Post graduate degree in the relevant field of study.
* At least 4 years of experience in emergency programming; Nutrition, Community Based Management of Malnutrition (CMAM), rural livelihood and food security intervention, disaster management, WASH, MPC/CVA intervention, …etc.
* Proficiency in verbal and written English,
* Capacity in proposal development, strategic and operational planning, budget planning and management, report writing, monitoring and evaluation.
* Good interpersonal and communication skills and demonstrated capacity to liaise with government, stakeholders, and communities.
* Demonstrated leadership ability to inspire and empower others.
* Capacity and maturity to establish and maintain links with government officials, smallholder farmers and private sector.
* Firm believe in teamwork, gender equality, and conceptual approach in sustainable development programming.
* Computer literacy, particularly in MS Word and MS Excel

**Desirables:*** Previous experience managing staff and working under pressure.
* Significant exposure to projects involving networking and multiple partnerships, particularly related to emergency response, food security issues, WASH, nutrition, commodity management.
* Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals in a high-pressure environment.
* Proven ability to work in multidisciplinary and multi-stakeholder working environments;
* Knowledge of local culture and context.
* Flexibility to take additional tasks and ability to manage complexity.
* Experience in one or more of the following; Nutrition/Health, CMAM management, WASH, Food security, Multi-Purpose Cash distributions.
* Knowledge and understanding of theories, concepts and approaches relevant to humanitarian responses, disaster risk reduction and determinants of vulnerability in the Ethiopian context.
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