

**JOB TITLE**

Response Management

**LOCATION**

International, including remote and insecure location

**INTRODUCTION**

Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.

The purpose of the Global Roster is to support the dual mandate by ensuring that high quality personnel are deployed at speed and scale when and where emergency strikes. Global Roster members will be deployed to an emergency where Save the Children is scaling up in order to provide immediate emergency expertise. Global Roster members may also be deployed to the second phase of large scale emergencies to support Country Programmes to continue to deliver quality programming.

Save the Children is the world's leading independent organisation for children. We work in over 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential.

We are active worldwide in the response to humanitarian crisis.

We are recruiting experts and professionals in the field of humanitarian programs and emergency interventions.

We are looking for people for our roster that are ready to be deployed on a short notice for short missions (1 – 3 months) to work in Save the Children international experts teams to:

- Set up or contribute to the development of humanitarian responses;
- Improve or support ongoing country programs;
- Contribute to the capacity building of long term country offices, with particular reference to emergency response preparedness and capacity.

We are looking for:

- Response/programs managers and coordinators (with responsibility ranging from field to country level);
- Logistic coordinators and managers.

We offer:

- Yearlong as well as single missions contracts;
- Training and capacity building to our committed staff;
- International professional exposure through our worldwide network.

**ROLE**

A Response Leader will generally be deployed to manage a response at different levels (country-wide, regional, local) according to the needs and the expertise of the Manager, and to provide strategic direction to the country programme in collaboration with the Country Director and the Humanitarian Director.

Main roles that are undertaken by the response leadership are:

- Identifying needs and resources and elaborating and implementing programme recommendations for the emergency response;
- Develop and manage programmes or country support functions including budget development and management;
- Carry out short-term assessment, programme design, capacity analysis or monitoring & evaluation activities;
- Mentor and/or capacity-build both international and national staff colleagues;
- Negotiate and network at an international level;
- Ensure that all relevant Save the Children policies and procedures are in place;
- Effectively and efficiently coordinate operations systems, processes and activities, including staffing structure and management, security, logistics and M&E systems.

- Ensure that humanitarian programmes delivered are to the appropriate scale, scope, quality and accountability;

## **MAIN RESPONSIBILITIES**

According to the level of responsibility (local, regional, country-wide) assume oversight of emergency response and in particular:

- Manage multiple grants;
- Contribute on multi-sector strategic planning, action plans, and monitoring;
- Have oversight over the development of master budgets and take leadership on the implementation of budgets;
- Lead/Contribute on response fundraising, ensuring the development of high quality concept notes and proposals;
- Lead/Contribute in compiling country programme quarterly and annual progress reports;
- Contribute to and ensure the preparation of timely programme and donor reports on project activities.
- Establish project monitoring plans and systems;
- Ensure strong accountability to beneficiaries;
- Ensure optimal safety and security management procedures and practices are in place;
- Manage effective functioning of logistics systems;
- Plan, identify and resource appropriate and effective structure & staffing needs (both national and international);
- Oversee creation and implementation of effective finance and grants management systems at field office level;
- Take overall leadership on assessments;
- Ensure that capacity building plans and performance management systems are in place and implemented
- Represent Save the Children's emergency response on a national, regional and international level to local authorities, donors, the media and members of the humanitarian community, helping to shape broader sector strategies within inter-agency coordination forums;
- Pro-actively identify and undertake advocacy opportunities, case studies and research opportunities.

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- Extensive experience of programme management within a senior management role within a complex country programme in an emergency response or fragile state;
- Education to MSc/MA/MEng level in a relevant subject or equivalent field experience;
- Security management experience across a large programme;
- Experience of international media representation and advocacy;
- Experience of developing and negotiating successful partnerships with institutional donors;
- Proven ability to influence change at an operational and strategic level through ownership, mentoring and coaching;
- Politically and culturally sensitive with qualities of patience, tact and diplomacy;
- Ability to write clear and well-argued assessment and project reports;
- Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support

### **Desirable**

- Language skills in French, Spanish, and/or Arabic
- Experience or knowledge of working and living in relevant regions/contexts

## **WORKING CONDITIONS**

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

**Date:** September 2014