



## JOB DESCRIPTION

<b>Position:</b>	<b>Regional Humanitarian Coordinator – WEST AFRICA</b>
<b>Supervisor:</b>	<b>CARE International Head of Emergency Operations</b>
<b>Unit:</b>	<b>CARE Emergency Group, CARE International Secretariat</b>
<b>Location:</b>	<b>WEST AFRICA / similar time zone.</b>

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### **Background:**

As part of CARE's priority to strengthen its humanitarian preparedness and response globally, region-based humanitarian coordinator positions have been established in major regions where CARE operates. Regional Humanitarian Coordinators support CARE offices and regions in the initial phases of an emergency response, rapid escalations of needs in needs, humanitarian programming and response, preparedness, regional donor relationships, capacity building, humanitarian policy & analysis and technical assistance in the support of quality emergency & humanitarian response including Gender in Emergencies and partnership.

### **Job Summary:**

The Regional Humanitarian Coordinator (RHC) provides critical coordination and support to CARE International's humanitarian & emergency preparedness and response. In-between rapid onset emergencies she/he works with country offices (with a focus on high priority/risk countries), lead members' management, members and affiliates to strengthen CARE's humanitarian capabilities across the region in line with the Regional Road Map. This includes strengthening capacity for preparedness, emergency response, integration of emergency/humanitarian programming within CARE's program approach, strengthening our gender in emergency capacity, humanitarian policy, and other related priority areas. She/he also represents CARE externally at regional level in the humanitarian field with key forums, partners and donors, develops a contextual understanding of the region, and undertakes appropriate humanitarian policy and analysis. During major emergencies, the RHC will often be the first rapid response staff member to deploy from outside the country office and would support initial response start-up by the country office. The RHC will also support and/or lead responses to rapid escalation of needs in existing CARE country programmes. The RHC represents all of CI, liaises with various CI offices and members, and should ensure consistency with CI global humanitarian approaches and standards. For these reasons, the RHC reports to the CI emergency group (CEG), but with strong links to lead members' management structures, including both their line management and emergency units.

### **Areas of Responsibility:**

1. Support country offices, members and affiliates initiate responses to emergencies, in consultation with CEG and the lead member (as appropriate), including advising on start-up, assessments, and mobilization of resources. In rapid onset and/or major emergencies, the RHC will be expected to rapidly deploy to the country office to directly support the start-up of the response in an appropriate role such as leading assessment and/or start-up of an emergency response, or other roles as needed. The RHC might also be responsible for leading assessments and responses in countries in which CARE has no presence. In relatively small or chronic emergencies/humanitarian situations, the RHC may coordinate or provide technical assistance to the CARE office team mounting/scaling up a response. This includes monitoring country office capacity to respond and progress made in doing so, guiding the CARE offices on the use of CARE's emergency toolkit, helping offices assess capacities (including partners) and fill human and other resource gaps as rapidly as possible in consultation with CEG and the lead member (if applicable).
2. Represent the region internally on behalf of CEG and in crisis coordination meetings/calls, CI conference calls, and with lead members as appropriate; ensure information flow among country offices, CEG, lead members (line management and emergency units), and with other CI members.

3. Establish strong and close relationships with programming members, candidates and affiliates, CDs and Regional / deputy regional directors and emergency directors at CI levels and plays an active advisory, supportive and coordination role in order to facilitate clear communication and coordination, integration of humanitarian and long-term development, contextual analysis, and address any potential issues related to our humanitarian work, emergency preparedness and response.
4. Promote and guide quality in humanitarian & emergency programmes throughout the region. This includes promoting and guiding CARE offices in their adherence to our humanitarian aspirations (scale, size, timeliness, quality) and regional priorities identified in the road map, to minimum standards, including CARE's Humanitarian Accountability Framework (incl. program principles and its humanitarian mandate, policies, procedures & guidance as contained within CARE's emergency toolkit) Strengthening quality also includes conducting capacity building and training, monitoring and facilitating engagement of technical specialists, compliance activities with CARE's accountability framework for responses in the region (e.g. After Action Reviews and evaluations). Additionally, this entails assisting offices in preparing strategies for humanitarian programming.
5. Promote and guide humanitarian and emergency programmes to incorporate Gender in Emergencies approaches by CARE together with partnership approaches, including Rapid Gender Analyses; Women Lead in Emergencies etc. Thereby ensure CARE fulfils organisational and global commitments to CARE's humanitarian mandate, the new Humanitarian Directions and emerging strategy for Agenda 2020.
6. Important stakeholder in contributing to information and analysis for the development and implementation of the humanitarian aspects of the Regional Road Map as part of the Regional team.
7. Support and advise lead members, country offices, members and partners on emergency preparedness planning (EPP). This includes working with lead members in the development of region-wide preparedness work plans; guiding country offices in their establishment and skill building of emergency response teams and partners, application of CARE EPP guidelines and contingency plans, and integration of humanitarian considerations within country office strategic planning, programming and program support functions; seeking guidance and support from CEG, lead members (line management and emergency units), gender, partnership and sector specialists and other CI members' emergency units; working with a team of country office focal points in the region on training and capacity building for EPP; sorting lead members in the completion and regular updating of country and regional preparedness plans and processes; developing an understanding of diverse regional and country contexts (including countries in conflict), emergency scenarios, and ongoing risk analysis ; serving as the regional link to CEG and lead members in monitoring and ensuring preparedness in high-risk country offices; and supporting country offices ratchet up their capacity as the situation requires.
8. Represent CARE International in regional forums and meetings in the humanitarian area including with regional entities, UN humanitarian agencies, other NGOs, partners, region-based emergency donors, inter-agency working groups etc., and coordinate with CEG and CI members as appropriate. Inform CO's and Lead Members on a regular basis on regional meetings, forums and also on advocacy initiatives and opportunities.
9. Monitor and develop understanding of ongoing regional contexts and vulnerabilities and produce occasional updates/sit reps and support country offices to develop their own updates/sit reps when needed.
10. Work with country offices, programming members, candidates and affiliates, CEG's HR coordinator, lead members' HR departments and technical specialists to support the staffing of the RED and the emergency roster with qualified and skilled staff within the region readily available to participate in CARE responses to our humanitarian and emergencies work within and outside the region.

**Key Internal Contacts:**

*CARE International emergency group (CEG):* CI Head of Emergency Operations, Head of Emergency capacity development, Humanitarian Director, Programme Quality and Accountability advisor, and other CEG staff.

*Lead members' management:* Including regional/line management and staff, as well as lead members' emergency units, emergency directors and other emergency units' staff. The RHC is a member of the Regional Management Team

*Country offices:* Country directors, emergency coordinators and other country office staff as appropriate.

*CARE programming members, candidates and affiliates;* National Directors, Programme Directors, emergency coordinators and others.

*CARE International emergency strategy implementation group (ESIG), response working group (ERWG) and other CARE International members' emergency units and staff:* ESIG and ERWG members, emergency directors, sector and other specialized staff, and other appropriate staff.

*CARE International communications working group (COMWG):* CEG media & information coordinator, COMWG members, and regional communications and media officers.

*Other CARE International units:*

**Key External Contacts:**

Donor agencies, UN agencies, IAWG, other NGOs; host governments; and other principle stakeholders.

**Reporting Lines:**

The Regional Humanitarian Coordinator reports to the CI Head of Emergency Operations in CEG. If deployed during initial emergency response, and depending on the situation, the RHC may report to the country director for the purposes of managing the specific response for the temporary duration of the assignment.

**Required Qualifications:**

Master's degree, or relevant combination of qualifications and experience, in a relevant field

**Required Experience and Background:**

1. At minimum 5-10 years' experience in humanitarian preparedness, risk reduction and response
2. Experience and knowledge of the region
3. Experience in programme design, management, implementation, monitoring and evaluation, including SPHERE standards, gender, donor relations, security and protection considerations
4. Experience in scale-up emergency response, Gender in Emergencies; women's empowerment programming and humanitarian accountability.
5. Excellent training, coaching and mentoring skills
6. High level of writing and communication skills
7. Willingness to spend high proportion of time travelling away from home (approx. 60%) and be deployed with limited notice period
8. Language skills: English and French essential;

**Required Competencies:**

1. Team building
2. Managing relationships across units, country offices, and CI
3. Self-awareness
4. Interpersonal skills
5. Stress tolerance
6. Customer orientation
7. Planning and organizing
8. Proactive problem solving
9. Operational decision-making
10. Resilience, adaptability and ability to self-manage

*We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.*

*CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.*

*By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.*

*All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the [Inter Agency Misconduct Disclosure Scheme](#) and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.*

## **HOW TO APPLY**

Interested and qualified candidates should submit their **CVs and a brief covering letter of interest in English to [recruitment@careinternational.org](mailto:recruitment@careinternational.org) by May 16th, 2021.** Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.careinternational.org](http://www.careinternational.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***