

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – ASSISTANT COUNTRY DIRECTOR - EMERGENCY

Purpose / Role

The Assistant Country Director (ACD) Emergency will lead and manage the Emergency Response Team (ERT) and associated emergency programs and be the interface between the Emergency Team and the Country Director. The ACD Emergency is responsible for the quality and effectiveness of CARE's emergency response within his/her designated area of responsibility. He/she is the leader of the Emergency Response Team, responsible and accountable for developing, coordinating and managing all emergency activities. The ACD Emergency has overall responsibility for the security and well being of ERT staff.

The ACD-E is expected to provide strategic leadership in all areas of emergency programming and strengthen the country office's overall capacity to be prepared and respond to emergencies in accordance with accepted principles and practices, as well as strategically integrate emergency programming within the overall program approach. As a member of the Country Leadership Team the ACD-E is also expected to actively contribute to the overall governance of the country office, and delivery of its strategic and annual operating plan.

Responsibilities and Tasks

1. Assessment, Programme Design and Planning

- In association with the Country Director and the ERT, ensure emergency assessments are executed and from them integrated emergency response; implementation and exit strategies are developed.
- Ensure that CARE International Members are aware of humanitarian developments and CARE's response to them.
- Ensure the Country Director, Line Management, CI Emergency Response Director and CARE Members are kept informed about assessment progress, emergency response implementation and strategies, project plans, progress reports, and other significant developments.
- Coordinate the development of all project implementation plans and budgets within the framework of the agreed emergency response programme and strategy.
- Assist and advise the Country Director in securing donor funding for emergency projects
- Support project design and proposal preparations for institutional and public funding in accordance with the CARE International Code.

2. Emergency Project Management and Implementation

- Maintain ongoing surveillance of the developing humanitarian emergency situation and adjust activities accordingly.
- Ensure adequate monitoring, reporting and acquittal of emergency activities in accordance with the CARE International emergency toolkit and protocols.
- Ensure that different sectoral activities are implemented in a coordinated and cohesive manner.
- Ensure emergency activities are carried out in accordance with the Sphere Minimum Standards and Humanitarian Charter in disaster response.

3. General Management and Leadership

- Establish and maintain constructive working relationships with other NGOs, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders including the military where present.
- Create the conditions to ensure effective teamwork and morale.
- Promote a productive work environment with zero tolerance for verbal or physical conduct, or discrimination against other persons on the grounds of race, colour, sex or creed i.e. the Red Cross and NGO Code of Conduct.

- Contribute to the overall governance of the country office, as a member of the country leadership team.
- Support the development and implementation of the strategic and annual operating plan.

4. Human Resources

- Ensure all ERT personnel understand and carry out their duties in accordance with humanitarian principles, core values, CARE International Code, the Red Cross Code of Conduct and SPHERE.
- Conduct performance appraisals of ERT staff and ensure regular feedback and mentoring on individual performance.
- Recommend changes to emergency team composition and functioning with Country Office and partners to maximise emergency programme quality and effectiveness.
- Ensure that human resources implications for the team and CARE International for both existing and anticipated emergency response are fully assessed, identified, described and communicated.
- Monitor ongoing human resources issues and make recommendations and adjustments accordingly.
- Ensure team members receive thorough briefings and information.

5. Public Relations / Media / Representation

- Support the Country Director and CI Media Officer in the development of constructive working relationships with media representatives to build international and public profile and ensure positive coverage and the timely provision of situation reports and fundraising material to National Member Headquarters and the CARE International Secretariat.
- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims.
- Represent CARE in all relevant fora as required.

6. Safety and Security

- Ensure all **RED** personnel understand individual and collective responsibilities for safety and security.
- Liaise with the Security Officer (whether in-country or not) to ensure compliance with CARE International Security Guidelines and their effective application in the local context.
- Monitor the operational environment with respect to increased level of threat and advise the Country Office, **RED** staff, CARE International and the CARE International Security Officer.
- Keep the Secretariat and other interested CARE members advised of changes and threats to the security of CARE staff, assets and operations.

7. Administration and Finance

- Ensure that administrative support functions are established and maintained in accordance with CARE International administrative policies and procedures.
- Ensure compliance with all host country legal, contractual, labour and statutory requirements including registration in countries where CARE has no pre-existing presence.
- Ensure with the Finance Controller the establishment and maintenance of CARE International financial management and accounting systems for all emergency assessment and response activities and assets.
- Coordinate mobilisation of financial resources related to emergency activities.
- Ensure with the Telecommunications Officer that secure and reliable communications/ information management facilities are established and maintained.
- Ensure emergency members are familiar with usage, procedures and relevant protocols
- Ensure with the Logistics Officer the establishment and maintenance a functional procurement and supply chain management system.
- Ensure with the Logistics Officer the timely and appropriate establishment of all logistics infrastructure

Key Internal Contacts

CD, CEG, Financial Controller, Administrator, Human Resources Coordinator.

Key External Contacts

Other NGOs, sectoral cluster coordinators, Government authorities.

Reporting lines

Reports to CI RED Team Leader or designate.

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

Technical Competencies required for this position are

- Have excellent analytical, problem solving and strategic planning skills.
- Be experienced in project design, planning, proposal writing and project reporting.
- Have excellent team work skills and the ability build good relations both internally and externally.
- Have experience of staff management, training and briefing.
- Have excellent verbal and written communications skills.
- Experience working as part of a team.
- Evidence of strong analytic skills.
- Computer literacy, including facility with Word, Excel, and other Microsoft Office applications.
- High level of analytical and interpretative problem solving.
- Ability to develop and implement solutions independently.
- Have practical field experience in the application of SPHERE standards.
- Be familiar with and abide by the NGO/Red Cross Code of Conduct, People in Aid, and other regulatory Codes