

act:onaid Job Description and Person Specification

Job Title:	Humanitarian Programme Manager
Reports to:	Country Director
Location:	Kinshasa, DRC
Contract Duration	1 - year renewable
Direct Reports:	Humanitarian Project Coordinators
Job Roles	
Role Overview:	<i>Humanitarian Programmes Manager position has responsibility for AA DRC emergency strategy development as well as managerial, leadership and operational responsibilities to establish and effectively manage emergency responses in line with ActionAid's human rights-based approach and humanitarian signature. The position also supports the co-ordinating and leadership role of Country Director</i>
Accountabilities	
Key Accountabilities / Responsibilities:	Key Activities
Strategy Formulation	<ul style="list-style-type: none"> Assumes leadership in AA DRC's emergency strategy development and strategic planning and management processes in line with ActionAid's human rights-based approach and humanitarian signature Co-ordinate the development of an emergency response plan based on robust needs assessments, risk assessments and a clear budget Ensure that a feminist analysis and women's rights perspective, including women's leadership and protection programming, are integral to the plan Establish systems for implementing the emergency response program Ensure the Core Humanitarian Standards are implemented across the response program and that transparency and accountability tools, processes and mechanisms to rights holders are developed with active participation of affected communities Ensure appropriate external engagement in clusters and with donors
Operational Management	<ul style="list-style-type: none"> Ensures AA DRC emergency responses meet partner/client and corporate requirements and reflect AA DRC's theory of change and long term development objectives. Assists in the establishment of structures and systems for effective emergency response Network with other organisations, partners and build alliances of communities to support the achievement of the plan Ensure the operationalization of the plan supports the achievement of ActionAid's global WHS commitments Ensure that all planned activities take into account the DRC context, and are in line with humanitarian principles Share information and analysis on issues relevant to national and international mission related priorities. Support project staff to conceptualize and understand project outcomes and outcome harvesting Develop and strengthen the management, technical and logistical capacity to implement the emergency response program Monitors emergency responses to ensure accountability in humanitarian response.

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Policy and campaigns functions	<ul style="list-style-type: none"> • Support the development of a policy/advocacy plan linked to program activities ensuring a bottom up approach to policy work • Ensures that global campaigns identified in the AAI strategy to which AA DRC is committed are well conceptualised and excellently executed taking into account the national context
Managing People	<ul style="list-style-type: none"> • Ensures optimum systems exist for managing the performance of teams and individuals in DRC • Motivate the team to deal with the hardships of working in tough circumstances and ensure the wellbeing of staff is taken seriously and is integral to HR processes • Advise the country team on additional capacity requirements to deliver an effective humanitarian programme • Coach and mentor staff and partners to improve competencies. • Ensure effective team work by enhancing co-operation with colleagues
Fundraising and communication	<ul style="list-style-type: none"> • Liaise with CD, Finance Manager and other related teams in AA DRC for formulation of proposals to seek funding. • Work closely with the communications unit and the media to develop relationships with key journalists to profile the work of AA DRC • Support to identify key evidence-based and fundable humanitarian initiatives and develop proposals to mobilize resources for different operational areas of AA DRC
Donor Project and relationship Management	<ul style="list-style-type: none"> • Directly provide oversight in the management of all humanitarian projects to ensure quality control and compliance • Support to maintain regular communication and provide scheduled feedback to different donors or partners in line with MOUs and agreements. • Provide leadership and capacity in contract management in collaboration with Finance Manager • Develops and sustains networking relationships with UN agencies and key stakeholders to maximise influence on decision makers • Collaborates and liaises with other Affiliate / Country Programmes to maximise effectiveness in humanitarian programme delivery. • Establishes and maintains effective channels of communication with other key players, including international and local NGOs, clusters, Government Departments and other agencies.
Managing Resources	<p><u>Financial</u></p> <ul style="list-style-type: none"> • Liaises with the Finance Manager to develop financial strategies, budgets and systems which ensure optimum efficiency and effectiveness • Ensure cost effectiveness in reviewing and recommending proposals, budgets and giving timely feedback on donor reports. • Develop strategies that safeguard the resources of AA DRC in the work of staff and partners. <p><u>Non-Financial</u></p> <ul style="list-style-type: none"> • Collaborates to develop strategies that safeguard the resources and assets of AA DRC
Safeguarding	<ul style="list-style-type: none"> • Ensure all staff follow sexual exploitation and abuse and safeguarding standards, including child protection, and raise concerns in a timely manner
Other Duties	<ul style="list-style-type: none"> • Participate in decision-making at Country Management Team meetings and explain key humanitarian decisions and policies of AADRC and AAI to staff • Perform other functions that will be assigned by management from time to time.
Typical People Management Responsibility	

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<i>Approximate number of people managed in total</i>	<i>3</i>	
<i>Matrix Manager - (projects/dotted line)</i>	<i>No</i>	
<i>Team Leader</i>	<i>Yes</i>	
<i>Manager of Team Leaders/Managers</i>	<i>Yes</i>	
What is the global remit? Operates in:		
<i>Own country</i>	<i>Yes</i>	
Key Relationships to reach solutions		
<i>Internal (to ActionAid or team)</i>	<i>Internal</i>	
Country Management Team	Staff	
Country Director	Direct Reporting	
Humanitarian Project Coordinators & Project Officers	Direct reportees	
Regional Coordination (AAI)	Country Support	
Peer Global Humanitarian Managers	Peer Heads of Humanitarian	
IS staff	IHART	
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> A degree in Development Studies/Social Sciences or its equivalent from a recognized University. 	
Experience	<ul style="list-style-type: none"> At least 7 years of work experience, of which 3 years must be at a middle management position preferably in the NGO sector. Experience working as a Humanitarian Manager in a similar organisation 	
Essential knowledge and skills	<ul style="list-style-type: none"> Has good knowledge of DRC Humanitarian Context Proven experience in leading, supporting and motivating staff and teams. Proven experience in strategic management Strong HRBA programming in emergencies Conversant with Core Humanitarian Standards and Frameworks Strong Project and donor management experience Good knowledge and understanding of humanitarian MEAL experience Excellent negotiation and communication skills Strong analytical/Problem solving, and management of crisis, conflict and risk Proficiency in English Strong leadership and management skills. 	
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.

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Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities

Signed

Job Holder's signature..... Supervisor's signature.....

Date: Date: