actionaid Job Description and Person Specification

Job Title:	Emergency Programme Coordinator		
Directorate:	Programmes and Policy	**Job Family:**	
Reports to:	Country Programme Manager	**Grade:**	
Location:	Somaliland		
Direct Reports:	Project Officers		

Job Roles	
Role Overview:	The purpose of this role is to lead the Emergency Programme through providing technical backstopping, facilitation, communication, and project/programme management support to the Country Programme Manager in planning, designing, implementation, supervision and development and delivery of overall country programme in line with ActionAid International Somaliland (AAIS) Country Strategy Paper. The role coordinates engagements with programme staff from within the organisation and coordinate stakeholder relations at national, districts and local level.

Accountabilities	
Key Accountabilities / Responsibilities:	**Key Activities**
Programme Development and Coordination	• Lead the planning and designing of emergency programme in consultation with the Country programme manager ensuring that proposed activities are in line with the organisation's mission and objectives. • Initiate the development and implementation of Humanitarian Response Plan and other relevant documents and share with the Country Programme Manager for review and approval. • Facilitate the implementation of Core Humanitarian Standards (CHS) and other ActionAid adopted standards and principles to ensure accountability to the crises affected people • Ensure quality emergency program delivery through continuous monitoring, mentorship, and supervision • Lead evidence-based emergency programme documentation to showcase program impact on the target communities • Support the country program manager in providing regular programming updates. • Support Annual Plans and Budget processes by taking a leadership role in coordinating the processes. • Consolidate and review emergency programme report and documents
Grant Management and Fundraising	• Ensure efficient and effective utilization of donor resources to minimise risk and guarantee value for money. • Compile monthly and quarterly reports ensuring timely submission to deadlines time • Ensure timely reporting and documentation to improve relationships and accountability to donors and communities.

	• Ensure strict adherence to AAIS values and safeguarding policies and pro-actively encourage accountability and transparency in all our actions. • Support the BDS in the development of compelling proposals/concept to ensure effective fundraising and volunteer intelligence gathering and cultivating relationships with potential funding institutions. • Support in grant management processes and ensure donor compliance and reporting • Demonstrate Cost effectiveness in reviewing and recommending proposals, budgets and giving timely feedback on collaborators' reports. • Develop strategies that safeguard the resources of AAIS in the work.
Monitoring and Evaluation	• Maintain presence, making direct contact with persons of concern, host communities and local authorities. • Monitor project/program activities and relationships through regular field missions and reports to ensure they are in line with the project objectives • Conduct regular field visits to rights holders and their communities and document the changes (or not) identified • Ensure effective tracking of indicators based on project goals and results • Ensure timely reporting and documentation to improve relationships and accountability to AA and to Donor as per the partnership agreement
Representation and relationship building	• Assist with the development of public relations and communications strategies to support program goals and increase community awareness • Build and sustain partnership and networking with key stakeholders to influence policies and practices. • Create effective linkages between AAIS, Government, and other likeminded organisations to promote organisational image building and collaborations. • Liaise closely with local authorities, donor, and partner agencies to ensure program compliance with donor policies and regulations and complementary with other agencies' efforts • Attend coordination meetings which are relevant to country activities.
Resource management	• Lead and supervise emergency program budgeting process • Monitor budget utilization to avoid possible underspending and overspending of projects under his/her control. • Ensure cost effectiveness in reviewing and recommending proposals, budgets and providing feedback.
People Management	• Organise capacity building trainings and accompaniments to the emergency program staff on happenings within the CP and federation • Take the lead in the designing of performance objectives for the emergency program team and monitor progress to meet desired outcomes. • Supervise staff to ensure their smooth and effective operations • Ensure compliance to local labour laws including working hour • Maintain open lines of communications with all field staff
Advocacy	• Support to identify advocacy issues and reflect AAIS's position.

	• Support development of press releases for advocacy targets and colleagues by providing accurate and timely information. • Gather information to build AAIS's perspective in priorities as they relate to the national engagement. • Contribute to raise AAIS's profile within the region through highlighting AAIS's best practices at fora and other public events. • Organise joint programmes with coalitions, government and CSOs so as to advance AAIS's course. • Synthesize advocacy and campaigns issues for national and regional engagements • Connect local level campaigns and advocacy work to national and international
Other	• Perform other functions that will be assigned by from time to time.

Typical People Management Responsibility	
Approximate number of people managed in total	***4***
Matrix Manager – (projects/dotted line)	***No***
Team Leader	***Yes***
Manager of Team Leaders/Managers	***Yes-****officers who leads scope registers/food monitor will report to this position*
What is the global remit? Operates in:	
Own country	***Yes***
Key Relationships to reach solutions	
Internal (to ActionAid or team)	***Internal and External***
Country Team	**Staff, Partners and community**
Head of Policy and Programme	**Direct Reporting**
Programme team	**Working Relationship**

Person Specification	
Education & Experience	• Master degree in Project Management, Social Sciences and any relevant field. • Minimum 5 years of relevant experience and working with INGO.
Essential knowledge and skills	• Must have strong and polished interpersonal, written and oral communication skills. • Creative, strategic and analytical thinker with the ability to manage multiple projects. • Must be highly organized and able to work well with others • Knowledge of Microsoft Office and Windows based computer application and database management • Database management experience
Desirable Knowledge and Experience	• Knowledge of Human Rights Based Approach (HRBA)

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Organisational Structure (to be inserted by Mubin)	
Country dependent	
Competency Profile	
Competency	**What it looks like**
Tact	Ability to handle conflict, confrontation, disagreement and delicate inter-personal situations in such a manner as to solve the problem and sustain positive relationships
Emotionality	Ability to control anger, frustration, tension and nervousness, especially in conflict situations
Role Model	Articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and relationships
Reliability	Ability to keep to time and other commitments, deliver on commitments to others
Coping with pressure	Ability to cope with work, time and people pressures
Change agent	Ability to challenge the status quo, promote and endorse change through words and action
Non-conventional thinking	Ability to think strategically and radically to break existing patterns of working
Organizational understanding	Ability to understand the business environment in which one is working
Listening	Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness
Communication	Ability to write or speak in a manner that communicates the intended message.
Holding others accountable	Ability to hold self and others accountable in delivering targets or goals
Non-conventional thinking	Ability to think strategically and radically to break existing patterns of working
Listening	Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness

Signed

Job Holder's signature…… *Supervisor's signature……*

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Date: …… *Date:* ……..