

JOB DESCRIPTION - Humanitarian Response Coordinator	
TEAM/PROGRAM: Program	LOCATION: Suva
GRADE: Salary Band 6	
<p>INTRODUCTION</p> <p>Save the Children International (SCI) is the world’s largest independent child rights development organization, making a difference in children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation, and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nations Convention on the Rights of the Child. Save the Children Fiji thematic programs include Education, Health, Child Protection, Participation, Child Rights, Disaster Risk Reduction, and Humanitarian Response.</p>	
<p>ROLE PURPOSE:</p> <p>To manage, support, and coordinate the Save the Children Fiji’s Humanitarian response programs to alleviate suffering for disaster-affected children and their families in Fiji, to ensure quality implementation of humanitarian projects/programs. The Humanitarian Coordinator's roles and responsibilities also include crafting a tailored Emergency Preparedness Plan (EPP) refresher training program, facilitating training sessions, coordinating closely with department leaders for plan enhancement, developing an improvement plan, providing expert guidance during workshops and emergency drill and stimulation exercises, leading stock assessment of prepositioned stocks, and offering regular progress updates to Save the Children's leadership. Ensure close coordination and regular communication across response and project teams, award and budget management, timely and accurate reporting.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Programme Manager Staff directly reporting to post: None at the moment but this might change if SCF goes into response mode.</p>	
<p>AREAS OF KEY ACCOUNTABILITY</p> <p>The key areas of accountability for the Humanitarian Coordinator will be aimed at reinforcing Save the Children's emergency preparedness and response capacity, with a focus on EPP refresher training, organizational capacity enhancement, and effective management of prepositioned stock. The Humanitarian Coordinator's objectives encompass several key areas:Top of Form</p>	
<p>1. EPP Refresher Training:</p> <ul style="list-style-type: none"> • Conduct a comprehensive analysis of Save the Children's existing Emergency Preparedness and Response (EPP) protocols, identifying areas in need of adaptation and improvement. • Develop a customized EPP refresher training program that aligns with Save the Children's values, international standards, and best practices. • Facilitate engaging training sessions, incorporating interactive elements, practical exercises, and case studies, to ensure staff members are equipped with the latest knowledge and skills for efficient 	

emergency response.

- Implement post-training evaluations to measure the effectiveness of the refresher program and gather insights for continuous refinement.

2. *Organizational Capacity Building*

- Collaborate closely with relevant departments within Save the Children to conduct a comprehensive assessment of existing cyclone and emergency response plans.
- Formulate a comprehensive action plan to enhance organizational readiness, encompassing streamlined communication pathways, clarified roles and responsibilities, and robust coordination mechanisms.
- Facilitate workshops and simulation exercises that foster cross-departmental collaboration, ensuring a harmonized approach to emergency response.
- Establish a standardized reporting and documentation system that enables swift and accurate information dissemination during crisis situations.
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3. *Prepositioned Stock Inspection and Organization*

- Lead a multidisciplinary team to meticulously assess the status, quantity, quality, and suitability of prepositioned stock.
- Develop an inventory management system that enables real-time tracking of stock conditions, expiry dates, and critical information.
- Work collaboratively with procurement and logistics teams to devise an agile stock resupply strategy that guarantees timely replenishment of essential items.
- Oversee the efficient organization and storage of prepositioned stock, ensuring accessibility and rapid deployment during emergencies.

4. *Documentation, Learning, and Research*

- Ensures proper documentation of the humanitarian response and lessons are documented and shared with Save the Children Fiji's staff.
- Facilitates information sharing and learning between Save the Children Fiji and relevant Government partners in the area of Child-Centered humanitarian response
- Participate in the evaluation, monitoring, and review to ensure strict compliance of program activities with Save the Children Fiji's policies and procedures and with relevant donor regulations and agreements.

5. *Response Staff Oversight and Donor Reporting Responsibilities*

- The Humanitarian Coordinator (HC) also holds the crucial responsibility of providing oversight for staff duties during the response mode.
- This involves ensuring that staff members are effectively and safely carrying out their roles and responsibilities in alignment with the emergency response plan.
- Additionally, the HC plays a pivotal role in managing donor reporting, which encompasses tasks such as proposal conceptualization and budget development.
- This role includes the coordination and preparation of detailed proposals that outline the specific needs, strategies, and expected outcomes of humanitarian initiatives, while also overseeing the budgetary aspects to ensure the efficient allocation and utilization of funds in support of these critical efforts.
- The job duties and responsibilities as set out above are not exhaustive. The Humanitarian Coordinator may be required to carry out additional duties within reasonableness of their skills and experience level.

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and, most of all, children.</p>	<ul style="list-style-type: none"> • Takes responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set their own goals and objectives.
<p>Ambition:</p> <p>We are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • They are committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration:</p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity:</p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behavior is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behavior on others and manages behavior accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Insight and understanding of Fijian culture
- Practical experience DRR Project/program development and management;
- Practical experience in EPP development and implementation;
- Knowledge & experience in child-centered and Community managed DRR
- Knowledge in Grant and Financial Management systems;
- Good understanding of Humanitarian minimum standards (SPHERE);
- Experience in Monitoring and Evaluation;
- Child rights programming and Rights-based approach to development;
- Partnership and partnership management.
- Capacity building and civil society development.
- Facilitation and communication skills, etc.
- Good staff management skill and experience.
- Good knowledge of humanitarian response and transitional program concepts, policies, frameworks, strategies, and components, as well as other development concepts and frameworks
- Good national, regional and field level experience in multi-sector humanitarian response, including food assisted programs.
- Experience in logistics management
- Solid budgeting skills and knowledge of key donor regulations
- Good interpersonal and communication skills, including influencing, negotiation, and coaching
- Good cultural awareness and ability to work well with individuals of diverse backgrounds and cultures.
- Knowledge of Save the Children's practices and procedures and ways of working with children.
- Fluency in English, both verbal and written.
- Commitment to Save the Children values.

Additional:

- The proposed timeline for this engagement spans seven months (until May 2024) and may be extended based off the availability of funding and satisfactory performance of the individual.
- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto Save the Children Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 24/10/2023

Signed: Shairana Ali

