



JOB DESCRIPTION - Humanitarian Response Coordinator

TEAM/PROGRAM: Program	LOCATION: Suva
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INTRODUCTION

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.

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.

ROLE PURPOSE:

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. Coordinate activities with National Level Partners, especially the NDMO and National Clusters, and with donors. Contribute to monitoring exercises, ensure the collection and management of response-related data, and submit reports in a timely way, adhering to internal and donor compliance. Ensure close coordination and regular communication across response project teams, award and budget management, timely and accurate reporting.

SCOPE OF ROLE:

Reports to: Programme Manager

Staff directly reporting to post: DRP Project Coordinator, AHP Livelihood Coordinator – North, Humanitarian Response Coordinator, Covid Food Appeal Distribution Team.

KEY AREAS OF ACCOUNTABILITY

1. Oversight and management of Save the Children Fiji’s Humanitarian Response Programs

- Supervise and coordinate the Covid Food Appeal distribution, including donor liaison, Donor reporting. • Work closely with the Program Manager and the Response Program teams to implement the response and early recovery projects
- Coordinate regularly with the project teams, management, and donors to support implementation and ensure that programming meets/exceeds donor standards and corresponds to work plans and budgets
- Liaison and work closely with government departments and counterparts in capacity building and emergency response projects
- Coordinate and lead on planning and implementation of Save the Children Fiji’s humanitarian responses
- Together with relevant staff and partners, ensure project implementation plans, meetings, regular monitoring, and reporting are conducted.
- Identify challenges in the design or implementation of humanitarian projects and give feedback on the required corrective actions to address them
- Ensure high-quality and consented communications materials are gathered and shared
- Identify humanitarian best practices and compile lessons learned and make use of them in future projects.

2. *Project implementation and operations management*

- Work closely with the Logistics Team to ensure efficient procurement and delivery of humanitarian items while ensuring that the organization has sufficient pre-position stock.
- Coordinates and supports recruitment of crucial emergency response positions
- Prepares periodic reports on the implementation of humanitarian project activities as per the requirements of individual Donors and Save the Children Fiji to a high standard;
- Ensure that Project Implementation Plans are created, regularly monitored, and updated.
- Ensure regular communication with National Level Partners, donors, and in-country partners.

3. *Programs and Grants Management Oversight;*

- Manage the current humanitarian grants through organizing monthly meetings to review BVAs; ensure funds are spent/committed in compliance with the agreed objectives, timeframe, and donor regulations
- In collaboration with finance staff, ensures Master Budgets are in place and up to date
- Prepares humanitarian project budgets as part of planning a project, prepares annual and quarterly project budgets.
- Follows up on budget utilization and project expenditure and makes periodic project budget revisions.

4. *Capacity Building*

- In collaboration with the Suva and field-based staff, assess and analyze key staff's capacity and collaborate with the Program Manager to organize training sessions.
- Identify and recommend possible supports to staff and field teams to build their capacity and facilitate project implementation.
- Facilitate humanitarian awareness training and related sessions to all Save the Children Fiji's Staff
- Maintains regular communication and interaction with government office partners to facilitate and promote learning and information sharing.

5. *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.

6. *Staff Management, Mentorship, and Development – Humanitarian*

- Manage the performance of staff under her/his supervision as per the Save the Children's Performance Management Systems
- Lead the annual Review of Save the Children Fiji's Emergency Preparedness Plan in consultation with management and staff.
- 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 behaviour; 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. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour 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 disaster risk reduction and resil
- 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:

- 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: 22/10/21

Signed: Shairana Ali

