



## Shelter Advisor

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 4, 2015, midnight

**REPORTING TO** Deputy Response Team Leader – Programmes

**GRADE 7**

**REPORTING TO POSITION** Shelter staff

**LOCATION** International, including remote and insecure locations

**CHILD SAFEGUARDING Level 3.** The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.

As part of these responsibilities the post holder will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. Report and respond to interventions as determined by your position and responsibilities identified in the Child Safeguarding Policy.

### MAIN RESPONSIBILITIES

The post holder will receive a context specific ToR for each deployment, which will draw upon the responsibilities outlined below.

**Programme Design (typically will be for large/complex emergencies working with limited support):**

- Lead on Shelter technical assessments in coordination with other SC thematic areas and/or other external sector agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of children's needs.
- Lead on developing sector response plans and master budgets and contribute to Save the Children's overall response strategy.
- Lead on fundraising for your sector, including development of high quality concept notes and proposals, and engagement with donors' technical Advisers and cluster Strategic and Technical working groups.
- Prepare and oversee programme design and implementation to ensure timely delivery of programme activities (for example, monitoring against log frames, individual performance management work plans).
- Prepare timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements.
- Working closely with the HR team, lead on identifying technical staffing needs (both national and international) for emergency programmes, and ensure rapid recruitment, induction and training of new staff.
- Identify programme supplies needs and coordinate with the logistics team to put in place a sensible phased procurement plan.
- Working closely with the Monitoring & Evaluation team put in place a sector M & E plan, ensuring this links to reporting requirements, and capacity build technical field staff in carrying out the work.
- Working closely with the Accountability lead put in place sector accountability mechanisms, ensuring that feedback is incorporated into programme design and learning disseminated to the wider sector.
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.
- Carry out short Advisory visits to country programmes in order to design new programmes, develop proposals or review/monitor/evaluate ongoing grants.

### Capacity Building:

- Develop learning needs assessment and capacity building plans for both SC and partner staff, linking capacity building initiatives to wider opportunities identified via coordination and networks.
- Coach and mentor Technical Coordinators and national level counterparts and link in to wider organisational talent development mechanisms.

## **Representation & Advocacy & Organisational Learning:**

- Help shape broader sector strategies through influence of and leadership within inter-agency coordination forums, ensuring the specific needs of children are being addressed. This may involve taking on a co-chairing role where needs demand.
- Take the initiative in documenting lessons learnt, best practice and case studies to shape in-country strategies and programme approaches, and contribute to broader sector learning.
- Pro-actively identify advocacy opportunities, case studies and research opportunities which link with wider organisational strategic objectives, and turn these into action.
- Play a leadership role in shaping communications and media priorities in line with thematic priorities, acting as a spokesperson when required.

## **General:**

- Demonstrate leadership in relation to Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- Prior experience of working within a senior management role within a complex country programme in an emergency response or fragile state
- Previous experience of working in large-scale first phase emergency response
- Master's degree with 3 years of experience in overall program management including assessment, design, strategy development and master budget development and administrative aspects.
- Strong understanding of public health issues in emergency shelter or settlements, with attention to specific needs of women and children.
- Sound knowledge of transitional or recovery shelter programmes and settlements programme options including technical design, construction management, host family support, collective centres and camps
- Previous demonstrable experience in running NFI and/or Cash distribution programmes
- Previous experience of managing a large team of international and national staff
- Previous experience of programme management across multiple locations
- Commitment to, thorough understanding of, and able to train staff in participation and accountability approaches
- Demonstrated ability to set up monitoring & evaluation systems in large complex programmes.
- Demonstrated ability to set up learning and development processes for a large team
- Proven ability of mentoring and coaching.
- Experience of senior level representation, including coordination at national, SAG/TWG or govt level
- Experience of developing and negotiating successful partnerships with institutional donors
- Ability to write clear and well-argued assessment and project reports
- Excellent communication skills
- Proven ability to influence change at an operational and strategic level.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- A high level of written and spoken English
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support

### **Desirable**

- Language skills in Nepali or Hindi
- Experience or knowledge of working and living in relevant regions/contexts
- Experience in WASH or Health programmes
- Specific experience of designing and managing DFID, ECHO, OFDA and other major donor projects
- Specific experience of designing and managing consortia projects.

## **WORKING CONDITIONS**

- All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

## Applying Procedure

Apply Link : <https://merojob.com/shelter-advisor/>

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