

Zambia COUNTRY OFFICE

JOB DESCRIPTION

Job Title: Emergency, Preparedness and Response Manager	
TEAM/PROGRAMME: Program Operations	LOCATION: Lusaka , with about 50% travel to other Provinces
GRADE:	POST TYPE: 2 years
<p>Child Safeguarding:</p> <p>Level 3 - The role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the implementing a response.</p>	
<p>ROLE PURPOSE:</p> <p>The Emergency, Preparedness and Response Manager is responsible for all whole architectural work for Save the children Humanitarian Programme for the Country that include Emergency, Preparedness, Response. He/ She will ensure early warning, preparedness and response of any upcoming humanitarian emergencies in the country.</p> <p>The role holder supports the development and effectuation of a resource mobilization strategy and strategic partnerships that ensure the humanitarian programme that incorporate disaster risk reduction is adequately funded.</p> <p>The Position reports to the Director of Program Operations (DPO) with a functional reporting line to the Director of PDQ, with emphasis on ensuring adequate strategic and operational preparedness and response planning, excellence in programming and compliance with the SCI categorized response requirements.</p> <p>The Emergency, Preparedness and Response Manager promotes an organizational culture that reflects SCI's humanitarian values, promotes accountability and high performance, and encourages a team culture of learning, creativity and innovation, and overall delivery of high quality and timely responses. The role holder ensures cross-functional work and coordination, engaging with technical teams, operations teams, and support functions.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director of Program Operations (DPO),</p> <p>Staff directly reporting to this post: To be determined on a need basis. Role needs competency to effectively supervise a team of 1-3 staff.</p> <p>Budget responsibility: Depending on specifically assigned Project Management/ Budget Holder responsibility.</p> <p>Role Dimensions:</p> <p>Save the Children's humanitarian work has a scope, responding to the impact of floods, drought and pandemic. Programs focus on child protection, education, health, nutrition, livelihoods, nutrition, WASH and resilience building/DRR.</p> <p>He/she is the CO point person for all humanitarian/emergency response aspect for the SCI Zambia is liaison with DPO.</p> <p>The role has National level engagement responsibilities with frequent contact with staff from all Departments and all Field Locations.</p>	



KEY AREAS OF RESPONSIBILITY/DELIVERABLES:

Preparedness and response planning

- Conducting contextual analysis of the humanitarian environment and early warning indicators
- Monitor the situation of the affected population and provide recommendations for revision to humanitarian response strategy and plans where necessary.
- Ensure rapid (as well as comprehensive) humanitarian multi-sectoral integrated assessments are undertaken as necessary to inform the implementation of the humanitarian response strategy and plans.
- In close collaboration with PDQ and SMT, lead on the development and update of the CO annual Humanitarian Plan (SCHP). Advise SMT on categorization decisions, (guided by the SCI categorization standard operating procedures).
- Lead the development/revision of the Emergency Preparedness Plan (EPP), Contingency Plans and early response plans, and other work document linked to the EPP.
- Ensuring all stakeholders in raising aware of SCI EPP and elements where they are involved in the response process, including staff, partners and local authorities.
- Prepare and share internal (SCI) Alerts for upcoming emergencies with input from field teams, technical teams and SMT.
- Support the development of strategic partnerships for effective emergency response and prepositioning with donors
- Liaise with the Awards and Partnerships Manager the involvement of partners, especially local partners, in an effort to meet the localization agenda as prescribe in the Grand Bargain, and regular liaison with RO on same.
- Conduct regular capacity building of staff and partner in in humanitarian response.

Overall lead in planning and management of the emergency response

- Keep country level strategic planning for the humanitarian response up to date to ensure effective and timely programming overview, while keeping relevant stakeholders informed and ensuring corrective actions are taken where required?
- Prepare the emergency response Master Budget (across locations, awards and sectors), keep up to date and alert SMT and NB team on funding gaps.
- Provide inputs to the Fundraising Strategy and support on liaison with members and donors to leverage continued funding for the Emergency Response.
- Actively engage RO and the Centre to acquire SCI flexible response budgets, keep them up-to-date and aligned with the response strategy objectives
- Oversee the implementation and budget management – ensure effective budget monitoring of the humanitarian projects/awards act as the designated Budget Holder for the awards.
- Ensure programme quality is maintained across the SCI emergency response by closely liaising with the PDQ Director and Technical leads.
- Lead on the operationalization of MEAL in emergency, by holding MEAL staff accountable for functional MEAL in respective projects.
- In program design, place increased emphasis on gender transformative interventions, child focus (including children with disability), integrated programming, and anticipatory action, including disaster risk reduction DRR and building local capacity.

Stake holder engagement

- Ensure adequate stakeholder coordination and engagement with DMMU for the response at national and international levels, in close collaboration with the DPO/ PDQ.
- Establish, maintain, and improve active and regular working relationships with government authorities, donors, partner agencies including major institutional donors, and local and international NGOs at the region of operation and at country/Maputo level.
- Where/when required undertake high level representation and advocacy with Government partners and officials as well as donor representatives. Support design of targeted advocacy and communication messages for different audiences.
- Work closely with DPDQ and SMT in establishing HRS (humanitarian response strategy), which is aligned to the CSP (country strategic plan).



- Keep DPO and SMT informed about trends, major risks and strategic opportunities in relation to EPR. Share regular updates with SMT on progress, deviations, corrective actions and any other relevant issues.
- Participate in ESMT meetings and present humanitarian updates and key point for discussion.

Compliance and Reporting

- Ensure strict compliance of programme activities with relevant Donor regulations and agreements, SPHERE standards, CHS and the NGO code of conduct.
- Ensure safe programming and include (child) safeguarding and PSEA reporting mechanisms in program design and implementation, and in SCI's work with partners.
- In close collaboration with DPDQ and DPO, lead on compliance with the organizational standards and (reporting) requirements applying to the categorized response (Sitreps and other).
- Lead the effective implementation (and follow up) on response reviews and audits such as RTR, CHS, OCR and other audits in close collaboration with PDQ, OPS and SMT.
- Promote children's rights, contributing to their well-being and protection in times of emergencies, guided by humanitarian principles and code of conduct.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS

Minimum of a Master or higher-level Degree. Or bachelor's degree with equivalent field experience. **Experience in leading and setting up an initial response for SCI will be added value.**

EXPERIENCE AND SKILLS

Essential

- Minimum of 5 years expertise in emergency project management and of managing emergency programmes in an NGO context.
- Knowledge and experience of having worked in one of the following sectors: Education, Child Protection and WASH, Food Security and Livelihood , Program Management;
- Excellent leadership qualities; competency to motivate, mentor and hold staff accountable; proven experience overseeing and developing a team;
- Experience of program cycle management, and working in a complex and matrix-managed organization



- Knowledge of effective financial and budgetary controls; proven ability to manage budgets
- Solid experience writing comprehensive, high quality narrative reports for donors and other external constituencies; experience supporting colleagues to engage in reporting by systematically collecting and compiling correct, meaningful information/data, etc.
- Self-motivated with the ability to work autonomously in a highly stressful and challenging environment;
- High level of flexibility to be travel and be based in different parts of the country for longer periods;
- Excellent interpersonal, communication and presentation skills;
- Fluency in written and spoken English and addition local language required;
- Ability and readiness to work as part of surge team during an emergency (required); commitment to humanitarian response principles and accountability frameworks, especially in working with very vulnerable populations.
- Proven knowledge of MS office applications and IT literacy and capacity to learn and use other packages.
- Previous experience and knowledge of working on humanitarian response

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: DPO	Date: 14/03/2024
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: