

PART 1: JOB PROFILE

JOB TITLE: EMERGENCY PROGRAMME OFFICER - Middle East.

1. MAIN PURPOSE OF JOB

To coordinate Christian Aid's response to the emergency situation in the Middle East focussing currently on Israel and the Occupied Palestinian Territories and Lebanon.

Under the guidance of the Middle East team, the Programme Officer will to ensure that the emergency response and rehabilitation programmes are in line with the overall regional strategies and Christian Aid's corporate emergency response strategy.

2. POSITION IN ORGANISATION

The Middle East Emergency Programme is managed by a management group comprised of staff from the Humanitarian and Asia and Middle East Divisions. The post holder will be a member of the Middle East team, in the International Department of Christian Aid. There will be close liaison with the Humanitarian Division. The post holder will report to the Middle East Secure Livelihoods Programme Manager. The post holder will work in close collaboration with the Programme Managers for the I/OPT Rights for All Programme (Israel and Occupied Palestinian Territories) and the Middle East Economic Justice Programme, the Middle East policy and advocacy staff, the Humanitarian Division, and Programme Funding and Support Team, and other departments involved in the emergency appeals.

The post is based in London, with extensive travel to the region.

3. SCOPE OF JOB

1. Day – day co-ordination of the Middle East emergency programme
2. Liaison with partners
3. Grant management
4. Liaison with ACT and other donors
5. Support to advocacy and policy work
6. Participation in external meetings and media opportunities

4. DIMENSIONS & LIMITS OF AUTHORITY

1. Proposing action Christian Aid should take in its response to the emergency and rehabilitation phase.
 2. Under the supervision of the Programme Manager, ensuring funds are spent for the purposes they were approved and properly accounted for.
 3. Where delegated, authorisation and signing of grants under the general supervision of the Head of the Humanitarian Division / Middle East Regional Manager and subject to Christian Aid policy and procedures.
 4. Acting as a spokesperson for Christian Aid on the emergency as appropriate
 5. Supporting the preparation of CAs plans for utilisation of Appeal funds
 6. Preparation of reports and proposals to back donors as required
 7. Liaison with partners and facilitating partner capacity building
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5. QUALIFICATIONS

Essential

- Degree Level or equivalent
- Fluency in spoken and written English

Desirable

- Specialised qualification in emergency and / or development work
 - Working knowledge of Arabic
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6. EXPERIENCE**Essential**

1. Some overseas experience in emergencies.
2. Some experience of the programme management cycle including project appraisal, monitoring and evaluation.
3. Understanding of partnership approach to emergency work and experience of working with local partners
4. Working under own initiative with a variety of different stakeholders
5. Experience of working with large budgets.
6. Facilitation of capacity building programmes

Desirable

1. Experience of organisational development
2. Experience of livelihoods projects
3. Experience of policy, advocacy and communications work

PART 2: DUTIES & KEY RESPONSIBILITIES

JOB TITLE: EMERGENCY PROGRAMME OFFICER – Middle East

DUTIES & KEY RESPONSIBILITIES:

1. Operational management of the Middle East emergency and rehabilitation programme. (50%)

- In co-ordination with the Programme Manager, prepare and update the Christian Aid's rolling plan in line with and complementary to the broader regional strategy for the Middle East and Emergency Response Strategy
- To ensure CA meets its day to day (operational) commitments and CA appeal funds are utilised as per the approved policy
- To integrate HIV/AIDS and gender into all aspects of our emergency response.
- To make recommendations for proposals to be supported by Christian Aid
- Ensure adherence to the Red Cross and Red Crescent code of Conduct and Sphere
- To undertake training with partners on the Red Cross Code of Conduct and SPHERE
- To ensure that any necessary capacity building is provided to partners in programme design, monitoring and management including financial management
- To ensure that Disaster Mitigation and preparedness is addressed
- To assist partners in coordination activities in the region and ensure CA's work is well coordinated with local and international actors in the region

2. Grant Management (25%)

- To implement appraisal, monitoring and review of partners' humanitarian projects
- In close co-operation with the Middle East team, identify, build and co-ordinate partner relationships, including institutional development.
- Verify that projects comply with guidelines on partner project proposals reporting and accounts.
- Ensure funding agreements are in place for all partner programmes and ensure the relevant partner signatures are obtained.
- Ensure all documents are in place to enable transfer to be made within one month of grant approval
- Review risk ratings
- Under the supervision of the Programme Manager, facilitate the transfer of grants within one month of approval according to delegated authority.
- Under the supervision of the Programme Manager, facilitate compliance with Finance Procedures.
- Under the supervision of the Programme Manager ensure reconciliations are made on grant balances in GAS and SUN/ Vision.

3. Liaison with ACT and other donors (10%)

- Where appropriate and in conjunction with PFAST support partners to develop proposals for donor funding and ensure that all follow up activities are carried out in compliance with agreed donor requirements
- As appropriate liaise with ACT members in the field and Geneva
- To support the preparation Christian Aid component of any ACT appeals and ensure all reporting and follow up activities are carried out in compliance with the ACT co-operation agreement.
- To liaise with other NGO's, UN and other agencies operating in the regions.

4. Policy and Advocacy (5%).

- Participating with the policy and advocacy team in the Middle East, advising in humanitarian issues and supporting the Emergency Advocacy Officer as appropriate.

5. Participate on behalf of Christian Aid at external meetings and the media (10%)

- To participate on behalf of Christian aid at external and internal meetings relating to the response..
- To engage in, contribute to and support Christian Aid's information, communication, policy and advocacy work in connection with the programme.
- To support effective communications are established and maintained within Christian Aid

Other

Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility, including advising on and assisting in, Christian Aid's response to the emergency in other countries in the region if required.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

You will be expected in undertaking the above role to comply with any policies and procedures that Christian Aid may issue.

The post will be based in London. The Emergency Programme Officer is likely to spend up to six months overseas in any one year.

PERSON SPECIFICATION

JOB TITLE: EMERGENCY PROGRAMME OFFICER – Middle East

ABILITIES

Essential

- To work without supervision
- To establish good working relationships with a variety of people
- To represent Christian Aid in a professional and culturally sensitive manner
- To analyse and assess complex political situations and develop policies
- To deal with difficult or sensitive issues requiring tact and firm handling
- To communicate clearly in writing and orally
- To work under pressure and prioritise effectively
- To work as part of a dispersed team
- To administer one's own work

EXPERIENCE

Essential

- Some overseas experience in emergencies,
- Some experience of programme cycle management, project appraisal, monitoring and evaluation experience.
- Understanding of partnership approach to emergency work and experience of working with local partners
- Working under own initiative with a variety of different stakeholders
- Working with large budgets.
- Facilitation of capacity building programmes and working with local partners

Desirable

- Experience of organisational development
- Experience of peace building projects
- Experience of policy, advocacy and communications work

KNOWLEDGE

Essential

- of emergency relief, rehabilitation and development issues
- of capacity building tools and techniques
- of Sphere and Red Cross Code of Conduct
- HIV/AIDS, gender and the livelihoods approach in relief and recovery
- of the role of churches and ecumenical organizations in relief and development

Desirable

- Of the political, social and economic context of the region and the development issues and challenges it faces
- Of peace building and conflict resolution
- Working knowledge of Arabic

QUALIFICATIONS

Essential

Degree level or equivalent

Desirable

Specialised qualification in emergency and / or development work

General

Willingness to travel extensively with short notice in difficult conditions

Commitment

Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the churches in relief and development and to strengthen the poor.