



Christian Aid Role Profile

Role title:	Regional Emergency Manager, South Asia	Line manager:	Head of Region, South Asia	Management responsibilities:	Yes
Role family:	International programmes	Matrix manager:	Humanitarian Programmes Unit Manager, AME & LA	Expected travel per annum:	75 days and over
Positioned in:	Humanitarian	Budget authority:	Yes		

<p>Role context</p> <p>The role is based in Humanitarian Division but will also play a leading role in the Asia Middle East Division as part of the International Programme role family. The post will be based in one of Christian Aid's South Asia offices with a preference of either Delhi or Dhaka. They will have specific responsibility for leading humanitarian work in all countries in South Asia primarily where there is a Christian Aid country programme - currently India, Bangladesh and Sri Lanka. They need to maintain a watching brief on other countries in the region and be ready to respond should the need arise. At times the post holder will be working in difficult conditions. Whilst the role will require the ability to respond to rapid onset emergencies most of the work will focus on slow onset crises and reducing risks relating to climate change and other hazards. National and international travel will be required. This could mean spending up to 6 months away from home per year with assignments of up to 3 months away at any one time, departing at short notice. Usually assignments are for between 2 and 6 weeks.</p> <p>Relationships</p> <p>Line managed by the Head of Region, South Asia and matrix managed by the Humanitarian Programmes Unit Manager (AME and LAC). Direct reports are variable but could include emergency programme staff and Disaster Risk Reduction staff. Overall staff under control possibly none but up to 4 according to emergency. Works with country and continental representatives. Working with Humanitarian Division. Works with donors including the DEC, ECHO & DFID). Member of South Asia management team. The post holder will represent Christian Aid in regional humanitarian forums and will thus need to build good relationships with government, other NGOs, the UN and other humanitarian actors in the region. Build and maintain strong relationship with ACT Alliance members in the region. To deputise for other humanitarian division staff when necessary potentially outside their region.</p> <p>Decision-making</p> <p>Makes decisions to ensure response to emergency and associated programmes are led and managed effectively. Decisions are made to manage a team from recruitment to managing or matrix managing staff so that they can effectively implement humanitarian or risk reduction programmes. They will often be working in isolation and will need to make decisions without reference to others which may have significant impact on Christian Aids humanitarian work in the region. They will need to make recommendations to partners and command their respect. They represent Christian Aid in national and international humanitarian fora and will need to make decisions accordingly.</p>	<p>Role purpose</p> <p>The Regional Emergency Manager leads the humanitarian work in their region and ensures coherence and integration into country strategies. They play a leading role in the region they are based in to improve the capacity of partners and Christian Aid country teams to prepare for, mitigate against the impact of and respond to emergencies. They will lead emergency responses in their region alongside relevant regional or country based staff. They will play a key role in coordinating disaster risk reduction work in their region. They will work closely with the Regional and Country staff and the Humanitarian Division staff in developing and then implementing agreed emergency response and mitigation strategies. They will support partners to enable them to implement rapid, effective and principled responses to emergencies. They will be responsible for developing best practice in emergency preparedness and response and ensure internationally agreed standards are met. They will work to promote the voices of partners and local communities to ensure that they are heard and acted upon in new emergencies.</p> <p>Role outputs</p> <ul style="list-style-type: none"> • Responses to emergencies and associated programmes successfully lead within the region and effective representation of Christian Aid exists at a high level during emergencies and on disaster risk reduction issues. • Country and regional managers influenced to ensure coherence between humanitarian and development programmes in line with corporate strategies. Effective capacity building in place for staff and partners on emergency response and disaster risk reduction strategies and implementation. • Robust humanitarian practice and minimum standards in disaster response reflected in policies and procedures and successfully implemented. • Positive Christian Aid reputation and strong links in place with ecumenical organisations and other partners and organisations based on high quality and principled programmes. • Enhanced funding for humanitarian activity achieved through successful relationship building with partners and institutional donors • Emergency staff performing to high standards and meeting objectives as a result of effective recruitment, support and development. 	<p>Education and qualifications</p> <ul style="list-style-type: none"> • Degree or equivalent essential. • Relevant post graduate degree in development or related subject desirable <p>Knowledge required</p> <p>Essential: • Knowledge of: emergency relief, rehabilitation and development issues • capacity building tools and techniques • Sphere and Red Cross Code of Conduct, Humanitarian Accountability Partnership and other humanitarian standards • HIV/AIDS, gender and the livelihoods approach in relief and recovery • the role of churches and ecumenical organisations in relief and development • Fluent spoken and written English</p> <p>Desirable: • Knowledge of global development, including policy and advocacy issues and familiarity with emergency problems relevant to South Asia.</p> <p>Desirable: • Knowledge of the political, social and economic context of the region and</p> <p>Experience and skills</p> <p>Essential: • working and preferably managing emergency, risk reduction or development programmes in at least five different contexts, of which at least three were managing programmes • Successful project proposal preparation and subsequent funding from a donor • Management of large and complex budgets • Project/programme management • Working with and developing partner capacity • Public speaking and/or working with the media • Managing staff, including at a distance • Ability to work on own without requiring much support or supervision • Ability to be a good team player and in building relationships across cultures and at all levels • Ability to communicate with a wide range of audiences • Ability to work as part of broad networks</p> <p>Desirable: • Experience of advocacy on humanitarian, development or related issues</p> <p>Christian Aid core IT skill requirement Intermediate</p> <p>General</p> <ul style="list-style-type: none"> • Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility. • Abide by the Code of Conduct, policies and procedures within Christian Aid. • This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder. • 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 strengthening poor communities.
---	--	---

Core competencies:

A: Innovation and creativity

These behaviours are about demonstrating openness to new ideas and seeking opportunities for Christian Aid to grow and be more effective at achieving its essential purpose. We also seek to learn from our experiences, adapt appropriately to change and make effective decisions on the most appropriate intervention.

- **L3** Coordinate the implementation of opportunities for Christian Aid's growth and effectiveness in its work.
- **L3** Coordinate others in the creation, promotion and adoption of learning and creativity within the work group.
- **L3** Coordinate change initiatives and work with people to achieve the desired organisational changes.
- **L3** Make decisions at a work group level based on technical expertise.

B: Effectiveness and accountability

These behaviours are about demonstrating the ability to organise and execute work plans in a way that strengthens the work of Christian Aid. Everyone is accountable for their contribution to the achievement by Christian Aid of aims and objectives set out in its key strategy document Turning Hope into Action.

- **L3** Coordinate work groups in the implementation of work plans to ensure the most cost-effective outcome for the greatest benefit.
- **L3** Manage others in the creation and delivery of work group plans.
- **L3** Coordinate the implementation of work group goals to achieve work group objectives.
- **L3** Coordinate the review of issues affecting the work group and support the implementation of agreed actions.

C: Team work

These behaviours are about demonstrating effective working practices with individuals and work groups; supporters and partners; staff and volunteers; and any other stakeholders. They emphasise the need to act as one organisation in an environment that reflects many different cultures and disciplines.

- **L3** Coordinate and encourage others in the application of Christian Aid's culture, structure and policies.
- **L3** Coordinate the maintenance of effective roles across work groups.
- **L3** Promote an inclusive environment that encourages diverse people, views and ideas.
- **L3** Encourage and engage others to achieve work-group objectives.

D: Communication and interaction

These behaviours are about relating to others, communicating and networking effectively about the work of Christian Aid, and presenting information and expressing opinions confidently to internal and external audiences.

- **L3** Coordinate the creation of communications and relay information/ ideas across the work group.
- **L3** Coordinate networks and seek opportunities to work with others for mutual and work-group benefit.
- **L3** Advocate own ideas, probe issues and opinions, and anticipate challenge.
- **L3** Engage confidently using English language.

Management competencies:

E: Operational leadership and management:

These behaviours are about effectively leading and managing work groups to deliver high-quality results for supporters/donors, beneficiaries and internal customers.

- **L2** Integrate and interpret broad and complex information
- **L2** Personally take risks
- **L2** Integrate and interpret broad and complex issues
- **L2** Align work group goals and actions

F: People leadership and management

These behaviours are about effectively leading and managing people within a work group, enabling their voice within the work group, managing their performance and enabling individuals and work groups to volunteer their best contribution for the organisation.

- **L2** Coach others
- **L2** Appeal to others' interests
- **L2** Facilitate change
- **L2** Facilitate achievement of work group results

Role-specific competencies:

G: Analytical thinking

Analyzing and synthesizing information to understand issues, identify options, and support sound decision making.

- **L3** Analyse complex situations and look beyond the surface to underlying causes.

H: Initiative

Dealing with situations and issues proactively and persistently, seizing opportunities that arise.

- **L3** Address imminent issues or opportunities

I: Resilience

Remains energized and focused in the face of ambiguity, change or strenuous demands.

- **L3** Adapt to ongoing, or regular strenuous work demands

J: Project management

Planning, implementing, monitoring and completing projects, ensuring effective management of scope, resources, time, cost, quality, risk and communications.

- **L4** Manage complex projects. Guide others.