

How to Apply for this Job

Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Profile

JOB TITLE	Humanitarian Advisor (Cash and Contingency Planning)
GROUP	International Group
TEAM	ESAT
LOCATION	Nairobi based with significant travel in region (60%)
RESPONSIBLE TO	Programme Coordinator (East Africa Crisis)

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

To build the effectiveness of Tearfund's staff and partners in the East Africa Region (South Sudan, Ethiopia, Somaliland, Kenya) in cash transfer programmes (CTP) and support country offices in leading on contingency planning. The role is responsible for providing technical support to Tearfund's response to the East Africa Crisis in the area of CTP as well as providing advice, support and assistance to country offices to develop contingency plans. Support the country teams with reporting and drafting of proposals to ensure technical standards are adhered to. The role will also contribute towards raising Tearfund's profile in CTP in the region, rolling out CTP operational procedures and guidelines, supported by the global Cash Adviser, and strengthening accountability, monitoring and learning across the region. Support may be provided in both operational programmes and advising partner organisations as appropriate.

POSITION IN ORGANISATION

- Grade: 4
- Reports to: Programme Coordinator (East Africa Crisis), based in the UK.
- Direct Reports: None.
- Relates with: Global Cash Adviser (UK Based) and Humanitarian Support Manager (UK Based), Country Directors/Representatives (Kenya, Ethiopia, South Sudan), relevant project staff in each country, Programme Manager (Somaliland), ESAT Deputy Geo-head (UK Based) and Business support functions both in country and UK based (HR, Finance and Logistics), Other members of the Appeal team Regional Humanitarian Adviser, DMEAL Coordinator, Policy Officer (UK Based) and Programme Support Assistant (UK Based)

2. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Safeguarding Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

3. KEY RESPONSIBILITIES

PROGRAMME STRATEGY

- Provide CTP and contingency planning input to inform the regional East Africa Response strategy.
- Monitor the humanitarian situation and potential future scenarios with respect to CTP, contributing to detailed reports and analysis, recommending appropriate CTP-related responses.
- Ensure CTP best practices and Tearfund's purpose, values, and the programme objectives are communicated effectively with all stakeholders (Tearfund and Partners).
- Through engagement in regional and national clusters and working groups, monitor further trends in CTP service delivery across the region.

PROJECT / SUPPORT FUNCTION MANAGEMENT

Support of ongoing CT programmes

- Coordinate directly with the Tearfund global technical team and global cash adviser, on sector specific guidance for CTP as appropriate and ensure Tearfund templates are used and disseminated in field.
- Support the implementation of project sector activities to achieve project goals and objectives including monitoring and mid term reviews in accordance with Tearfund and donor requirements.
- Gap fill for cash project managers as needed, collaborating closely with Country Representatives/Directors.
- Responsible for ensuring implementation of activities to Tearfund Quality Standards and in line with CTP technical good practice
- Support the use/development of appropriate and contextualised CTP methodologies, resources and materials, by the project team.
- Responsible for CTP related MEAL Support including:
 - Inputting into baselines, monitoring systems (including post distribution monitoring) and end of project surveys to ensure evidence is available to demonstrate project achievement of outputs and impact.
 - Actively promote the capturing of learning from the partner projects by country and partners staff and ensures that learning is shared and used effectively in the region and organisation as well as embedded in future project design.
 - Participate in project evaluations and assist in the analysis of results carry out monitoring visits.
 - Responsible to regularly collect regular stories and case studies to be used in Tearfund's internal and external communications as agreed in the Appeal Communications strategy.

Development of new CT programmes

- Assist with the development and writing of project proposals for donors, including developing budgets.
- In collaboration with relevant stakeholders, undertake detailed needs and market assessment and analysis, and design appropriate project interventions to meet needs and strengthen local capacities
- For emergencies, in new areas lead or support the project design and start up. Where possible this will be through 'on the job' capacity building of partners or operational staff to build longer term in country capacity.

CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring compliance to all corporate procedures and policies related to CTP (See Tearfund's cash operating manual and Logistics manual)

CONTINGENCY PLANNING

- Analyse existing contingency plans in Ethiopia, South Sudan, Kenya and Somaliland.
- Work closely with UK based contingency lead in UK Humanitarian Support Team to ensure consistency with contingency planning across the organisation globally.
- Lead, in close collaboration with country representatives, on contingency planning workshops at national level.
- Support country teams in identifying hazards and developing response plans as well as a set list of preparedness actions.
- Support monitoring of early warning indicators.
- Support Country representatives in ownership and monitoring of contingency plans going forward.
- Support key staff and partners through capacity building on CTP in areas where gaps exist.

CAPACITY BUILDING AND TEAM MANAGEMENT

- Provide or facilitate technical capacity building of colleagues and partners, such as mentoring, advice, support, accompaniment and training.
- Facilitate effective and innovative learning on CTP within Tearfund, between teams, and partners in collaboration with Global Cash advisor and Programme Coordinator.
- Participate in knowledge and information sharing within the programme and in Tearfund in general.
- In close collaboration with the Country Leads, manage the cash teams in the absence of cash programme managers - providing supervision, guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective team-work.
- Support and coordinate learning between partners in region to support improved quality.

EXTERNAL REPRESENTATION

- Ensure Tearfund's representation and active participation at regional, national, district and local coordination meetings on CTP, and all relevant Cash Working Group meetings in region.
- Build positive local working relationships with partners, local communities, district government officials, UN, NGOs and where appropriate, donor representatives.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Humanitarian Response Advisor - Cash and Contingency Planning - ESAT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent level of education in relevant Sector 	Masters degree in Humanitarian practice or relevant discipline
EXPERIENCE	<ul style="list-style-type: none"> Significant experience of implementing CTP projects Proven team management in humanitarian environments Successful experience of project cycle management including in needs and market assessments, proposal and report writing Proven experience of successful capacity building of humanitarian field staff and partners on CTP Experience of working in complex emergencies and insecure locations 	<ul style="list-style-type: none"> Experience in coordinating Cash Working Groups Experience in finance, HR and logistics systems Experience in contingency planning
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Analytical and problem solving skills Excellent English written and verbal communication skills Computer literate Organisational and administrative skills Negotiation and representation skills Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> Training and mentoring skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian Committed to regular Christian fellowship with other Christians Christian motivation in relation to injustice and serving those in need. Emotionally & spiritually mature Understanding and sensitivity to cross cultural issues Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding Flexibility, ability to remain calm under pressure Willingness to travel and live in basic conditions 	<ul style="list-style-type: none"> Networking People developer and motivator
OTHER COMMENTS	<ul style="list-style-type: none"> Required to travel to projects and Tearfund offices at least 60% of the time (within Kenya, Ethiopia, Somaliland and South Sudan) 	