**Global Humanitarian Coordinator – ACT Alliance, Geneva**

**About ACT Alliance**

ACT Alliance is a coalition of more than 140 churches and affiliated organisations working together in over 140 countries to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 25,000 staff from member organisations and mobilises about $1.5 billion for its work each year in three targeted areas: humanitarian aid; development; and advocacy. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international interventions scale up, and remains steadfast in its grassroots commitments for many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer <http://www.actalliance.org/>

**Background**

ACT Alliance is looking for an experienced Global Humanitarian Coordinator to lead its international humanitarian work. The position is Geneva based with an expectation for up to 25% international travel.

**Major functions**

The Global Humanitarian Coordinator leads the ACT Alliance work in emergency preparedness and response and advices ACT’s humanitarian policy and advocacy agenda. This involves regular interaction with humanitarian directors of ACT Alliance members, representing ACT on relevant policy issues and managing an effective emergency preparedness and response, including fundraising for major humanitarian appeals.

**Duties and Responsibilities**

* Ensures alliance-wide emergency preparedness
* Coordinates the ACT Alliance response to an emergency and leads the programme on humanitarian response
* Develops partnerships and fundraises for joint member-led initiatives, including the emergency appeals
* Represents ACT Alliance in global humanitarian coordination
* Ensures adequate policies, tools and guidelines in support of effective emergency responses
* Advises ACT’s humanitarian policy and advocacy agenda and in coordination with the Global Advocacy and Policy Coordinator supports the implementation of the global advocacy strategy
* Leads the ACT secretariat humanitarian team and supports staff based in regions
* Supports the ACT Alliance working bodies relevant to humanitarian response, humanitarian policy and advocacy work
* Communicates internally and externally on issues relevant to ACT Alliance’s humanitarian engagement
* Supports the General Secretary, the Director and Head of Strategy and Partnerships in external representational roles pertinent to the role

**Competences**

Committed:

* Committed to the values of the ACT Alliance and is sensitive to expressions of faith across cultures and denominations
* Takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team

Personal Effectiveness:

* Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity

Working with others:

* Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people’s lives

Passionate:

* Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role

People leadership:

* Team player who effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model

**Working relationships**

* Engages with ACT members and ACT forums engaged in emergency preparedness and response
* Liaises with the external stakeholders (UN agencies, governmental representations, INGO networks and INGO peers), particularly those based in Geneva
* Advises and supports regional staff in humanitarian response

**Skills and experience**

* A minimum of seven to ten years of relevant work experience including first-hand field based emergency response experience in a management role
* Excellent understanding of key issues for local and national responders and specific role and added value of churches and other faith based actors in humanitarian response
* Highly developed interpersonal and communications skills including influencing, negotiating and coaching
* In-depth knowledge of humanitarian principles and standards; good knowledge on major global actors as well as humanitarian coordination mechanisms
* Ability to analyse rapidly changing operational contexts and policy developments and to see opportunities emerging
* Ability to engage effectively and flexibly in a multi-stakeholder, faith based, membership working environment
* Relevant academic degree with excellent communication skills
* Excellent knowledge of English language, working knowledge of French or Spanish an asset

**Deadline for Applications**:   
Kindly submit your application (letter of motivation and CV) to [recruitment@actalliance.org](mailto:recruitment@actalliance.org) by Wednesday 28th of September COB. Only shortlisted candidates will be contacted.