

Position Description

Humanitarian Programme Officer (Regional)

Based in Amman, Jordan

About ACT Alliance

ACT Alliance is a coalition of more than 140 churches and affiliated organisations working together 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 30,000 staff from member organisations and mobilises about \$2.5 billion for its work each year in three targeted areas: humanitarian assistance, development and advocacy action. 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 many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

ACT Humanitarian Action

One of ACT Alliance's key strategies is to support an effective humanitarian response by ACT members. This area of work builds on the long history of ACT's humanitarian work and contributes directly to the strategic aim on human dignity where the application of internationally recognised humanitarian principles and standards helps ensure the protection of human dignity. The humanitarian programme supports the Alliance to demonstrate enhanced efficiency, coordination and timeliness in the humanitarian work, as well as to integrate approaches around response, preparedness, disaster risk reduction (DDR), climate change intervention, and sustainable development.

1. *Major functions summary*

The Humanitarian Programme Officer supports ACT members and country forums in the Middle East and North Africa to develop/implement emergency preparedness and response plans, and manages the implementation of the humanitarian mechanism based on the ACT Humanitarian Policy, and integration of resilience programming in humanitarian appeals. She/he works closely with the Secretariat regional team, ACT Alliance members and forums at the country-level, as well as with the ACT Alliance Humanitarian Policy and Practice Advisory Group (HPPG), a group made up of experienced humanitarian professionals from across the Alliance.

2. *Duties and responsibilities*

- Supports the Global Humanitarian Coordinator towards the full implementation of the Humanitarian Response Mechanism and the ACT Humanitarian Policy.
- With the ACT Regional Representative for Middle East and North Africa, coordinates with other humanitarian agencies, donors and relevant UN agencies at the regional and country levels to advance ACT humanitarian work and promote best practices for emergency response.

- Provides coordination, technical and capacity building support to the regional office and country forums in ensuring effective, timely and accountable emergency response through the ACT Appeals and Rapid Response Fund mechanisms.
- Ensures that a functional monitoring and evaluation, reporting and learning support is provided to country forums and members in the implementation of Appeals and RRFs; leads the humanitarian learning and knowledge management process at the regional level.
- Works with the Global Humanitarian Coordinator, Regional Representative and HPPG in developing the ACT Global Emergencies Protocol/standby arrangements, and subsequent establishment of the mechanism at the regional level.
- Serves as focal person for emergency preparedness and response planning (EPRP) at the regional level, and provides appropriate coordination and capacity building support to country forums and members on EPRP.
- Supports ACT humanitarian advocacy work by engaging with country forums and regional bodies in advancing ACT's advocacy priorities as embodied in the commitments made at the World Humanitarian Summit, and works closely with the ACT Regional Representative and Global Humanitarian Coordinator in relevant advocacy platforms.
- Where appropriate, supports ACT fundraising and communications work at the regional level in keeping with the 'Total ACT Response' principle.
- Ensures regular reporting to the Global Humanitarian Coordinator.

3. *Competences and behaviours*

- Committed to the values of ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.
- 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.
- Passion for building and developing core skills for the role, and contributes knowledge outside of immediate own role.
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model.

4. *Working relationships*

- Reports to Global Humanitarian Coordinator (line management) and the ACT Regional Representative for Middle East and North Africa (matrix management).
- Liaises with Humanitarian Policy and Practice Advisory Group.
- Supports the Secretariat regional teams and forums.
- Liaises with external organizations, ecumenical bodies, UN, governmental representations and INGO networks relevant to humanitarian issues.

5. *Qualifications, skills and experience*

- At least five years of humanitarian response experience with an international organization (preferably a combination of field and headquarters programme management experience)

- Excellent knowledge of humanitarian issues, policies, principles and standards, major global actors, and humanitarian coordination mechanisms.
- Experience in DRR, preparedness, LRRD (linkage between Relief, Reconstruction and Development) and/or resilience programming an advantage.
- Familiarity with the role of faith-based actors in humanitarian response.
- Good knowledge of major back donor requirements for funding and reporting.
- Ability to work flexibly and independently in a networked working environment.
- Excellent writing skills and an ability to communicate clearly and respectfully; superior time management and organisational skills.
- Fluency in the English language, with demonstrated written skills. Working knowledge of Arabic an asset.

Other

- Up to 30% of travel required, primarily to country forums and field sites.
- Female candidates are strongly encouraged to apply.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@actalliance.org by **Sunday 29th October 2017**. Please put "Amman Humanitarian Programme Officer" in the subject line and name your documents "Firstname lastname CV" and "Firstname lastname Cover letter". The initial contract will be for 1 year with a possibility of extension.