

Job Description

Humanitarian Programme Officer for Asia and the Pacific (Regional)

Based in Bangkok, Thailand

About ACT Alliance

ACT Alliance is the largest coalition of Protestant and Orthodox churches and church-related organisations engaged in humanitarian, development and advocacy work in the world, consisting of more than 135 members working together in over 120 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 in keeping with the highest international codes and standards. 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 apply holistic programming approaches around response, preparedness, disaster risk reduction (DDR), climate change, and sustainable development.

1. Major functions summary

The Humanitarian Programme Officer Asia Pacific supports ACT members and country forums in the region 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 holistic programming in humanitarian appeals. She/he works closely with the Secretariat regional and humanitarian team, ACT Alliance members and Forums at the national and regional level.

2. Duties and responsibilities

- Works with the Head of Humanitarian Affairs, Global Humanitarian Operations Manager, Regional Representative and ACT Reference Group on Emergency Preparedness and Humanitarian Response in developing the ACT Global Emergencies Protocol/standby arrangements, and subsequent establishment of the mechanism at the regional level.
- Supports the Head of Humanitarian Affairs and Global Humanitarian Operations Manager towards the full implementation of the Humanitarian Response Mechanism and the ACT Humanitarian Policy.
- With the ACT Regional Representative, coordinates with other humanitarian agencies, donors and relevant UN agencies and NGOs at the regional and country levels to advance ACT humanitarian work and promote best practices for emergency response.
- Ensures that a functional monitoring and evaluation, reporting and learning support is provided to national 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 Head of Humanitarian Affairs, Regional Representative in the management of the ACT Global Emergencies Protocols/standby arrangements.

- 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 national 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 Head of Humanitarian Affairs in relevant advocacy platforms.
- Ensures regular reporting to the Regional Representative and Head of Humanitarian Affairs.
- Fulfills a quality assurance role by using the CHS to quality check all forum level RRF and Appeal proposals prior to submission to the secretariat for approval.
- Provides CHS training and support at forum and member level in line with requirements identified through the development of EPRPs.

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 the ACT Regional Representative (line management) and Head of Humanitarian Affairs (matrix management).
- Actively liaises with ACT national forums and relevant humanitarian structures within the Alliance.
- 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.
- Regional experience in Asia and the Pacific an asset; existing work/residency permit or ability to secure a permit in Thailand an advantage.
- 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 and analytical skills. Working knowledge of French, Spanish or other languages is an asset.

HOW 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 **24.00 CET 26/11/2021**. Please put “HPO-Bangkok” in the subject line and name you documents (attachments): “Firstname lastname CV” and “Firstname lastname Cover letter”. Female candidates are strongly encouraged to apply.

ACT adheres to the SCHR misconduct scheme <https://www.schr.info/the-misconduct-disclosure-scheme>. As such, ACT will contact the current and/or former employer of the preferred candidate as part of reference checking, asking them to fill in a Statement of Conduct. **When applying for this position, please confirm in the body of the email** that you give your consent to ACT asking your current/former employer for a Statement of Conduct should you be the preferred candidate and that you will provide the contact details of the relevant HR person/department that can provide such a statement.

Please note that only shortlisted applicants will be contacted.