



POST TITLE:

**Humanitarian Manager, based in Ukraine
Ukrainian Response**

Role Overview

The purpose of the role is to coordinate and manage the Ukrainian crisis emergency response program implementation in line with ActionAid's human rights-based approach and humanitarian signature and ActionAid Spain (Alianza) business systems

The HM provides vision, leadership, management and effective representation for the organization in the assigned response country/es in line with the established policies, principles and operating practices, as well as good management practice.

The HM requires strong and proven experiences in coordinating humanitarian response programmes in collaboration with local partners, humanitarian fundraising, effective and timely donor contract management skills as well as the ability to provide oversight of programme needs and effectively link with ActionAid stakeholders for the response.

The role reports to the Regional Senior Emergency Manager (RSEM) and is accountable to the relevant IHART Global Roving Advisor and Humanitarian Director of AA International.

Main Activities

Emergency Response Programme (ERP) Coordination in Ukraine

- Ensure the implementation of the agreed 'Operational Emergency Response Plan' mainstreaming ActionAid's Humanitarian Signature and consult with the Regional Manager when changes are needed or required.
- Ensure the ERP prioritizes the feminist analysis and women's and young people's rights perspective, women's and young people's leadership and protection programming which are integral to the emergency response plan.
- Network with other organizations, partners, CSO platforms and other stakeholders in the country to build alliances, coordinate program support required from other agencies which contributes to the achievements of the plan.
- Ensure appropriate external engagement in clusters, civil society forums and with donors, local and national authorities etc.
- Ensure the operationalization of the plan supports the aspirations of ActionAid's global WHS/Youth Compact commitments on localization and protection of women, children, young people, and vulnerable groups.
- Support the Global Humanitarian Signature Advocacy Lead in developing policy positions, establishing policy/advocacy plans that are linked to program activities, advocacy engagements of the partners and with initiatives at

national, regional and global levels ensuring a bottom-up approach to policy work

- Ensure that all planned activities consider the local context and are in line with Red Cross and NGO Code of Conduct, Sphere minimum standards (if applicable) and humanitarian principles.
- Ensure the Core Humanitarian Standards are implemented across the response program and that transparency and accountability tools, processes and mechanisms to rights holders are developed with active participation of affected communities.
- Ensure the Emergency Response Program adheres to all donor requirements and is communicated in a timely manner.

Management, technical and logistical capacity to implement the emergency response program

- Ensure the emergency response program has a clear structure, including response organigram with ActionAid and partners/partner staff.
- Ensure clear internal communications protocols are developed, including clear communication channels within the team participating in the response.
- Support the development of capacity strengthening plans for staff and partners
- Perspective building of ActionAid staff, deployees and volunteers on humanitarian response & HRBA, the humanitarian signature and humanitarian standards.
- Motivate the team to deal with the hardships of working in tough circumstances and ensure the wellbeing of staff is taken seriously as an integral part HR processes.
- Mentor/coach key team members as appropriate.
- Advise the head of ERP (ED of AA Spain) and IHART on additional capacity requirements to deliver an effective response and support additional deployments/recruitments.

To manage information, communication and monitoring and evaluation requirements of response program, and to build appropriate networks

- Provide Emergency Response Program information to the Media and Communication focal person in ActionAid Spain (Alianza) or internationally if required.
- Support the communication and information needs of ActionAid International in coordination with International communication focal person and IHART's Information Officer
- Represent ActionAid and promote the organization in relevant meetings and forums.
- Develop and implement effective monitoring and evaluation systems, in consultation with designated PQMEAL focal person of AA, for the ERP.

- Develop strong reporting practices of the emergency response to relevant ActionAid members/IHART to meet donor reporting expectations
- Ensure ethical and statutory financial standards are being followed monthly and quarterly and ensure end of project reports are completed on time.
- Develop the monthly budget required by the ERP and share it in a timely manner.

Others

- Implementation of the security protocol as per AA's Security Policy and in coordination with the safety and security lead.
- Implementation of the SHEA and safeguarding policies of AA with support from SHEA & Safeguarding team of AA.
- Ensure all staff and partners are inducted on sexual exploitation and abuse and safeguarding standards, including setting up clear reporting channels for feedback and complaints on child protection, safeguarding and PSEA.,

Location

- The selected person will perform his/her duties for Ukraine.
- The selected person must make as many temporary transfers and trips as necessary within the response areas for the correct performance of their duties and tasks.

Requirements

Essential

- Bachelor's degree and MScs in International development/humanitarian aid.
- Minimum 5 years of experience in managing humanitarian and development programs (in a complex humanitarian emergency context).
- Experience of team management and working in a cross-cultural environment
- Proven ability to work creatively, innovatively, and effectively with limited direct supervision.
- Understanding of women's and young people's rights, basic needs, livelihoods, protection and psychosocial programming in both sudden onset and conflict settings and a proven ability to design community-centered programs.
- Fluency in written and spoken English
- Strong oral and written communication skills.
- A high level of computer competency (excel, word, email, internet).
- Proven experience of leading humanitarian programs and an ability to use a variety of approaches and methodologies.
- Strong background working with partners in cross cultural settings and supporting the professional development of local organizations and staff. Including provision of training, mentoring and coaching support.
- Proven ability to work with government authorities, UN clusters, NGOs, CSOs, humanitarian and development agencies and community groups.

- Strong capacity in financial management, fundraising and donor management and ability to work to deadlines.
- Consultative and empowering working style and willingness to learn from others.
- Willingness to travel as required.
- Demonstrated initiative, resourcefulness and integrity.
- Ability to work well under pressure and in response to changing needs
- Demonstrated experience of working in insecure environments and strong understanding and adherence to ActionAid's Safety and Security Policies.
- A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in ActionAid's Code of Conduct. A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature.
- A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk)
- Understanding of and commitment to women's and young people's rights and cultural sensitivity.
- Understanding of and commitment to humanitarian principles and minimum standards for crisis and disaster response, including the NGO/Red Cross Code of Conduct, Sphere Standards, Core Humanitarian Standard, ActionAid's human security in emergencies and conflict strategy and approach, and security policy and procedures.
- A commitment to the importance of downward accountability to rights-holders and transparency in humanitarian response.

Desirable:

- Experience of working in an emergency response situation
- Understanding of humanitarian leadership competency framework/s

Conditions

- ✓ 12 months contract according to the organization salary scale and conditions (54.000 EUR/yearly +other benefits)
- ✓ Starting date: immediate
- ✓ Location: Ukraine

How to apply

Applications must be submitted by email to: rrhh@aporsolidaridad.org with reference "**Humanitarian Manager UKRAINE**" in the email subject. CV and motivation letter to be included.

The deadline will be from the day of its publication, **until August 30th, 2022.**

ActionAid is committed to preventing any unwanted behaviour at work, sexual harassment, sexual exploitation and abuse, lack of integrity and/or financial malpractice; We expect all our staff and volunteers to share this commitment and our code of conduct, as well as other related policies. Only those who share our beliefs and code of conduct will be selected to work for us.