



ISLAMIC RELIEF WORLDWIDE, SOMALIA PROGRAMME

External Vacancy Announcement

Position : Emergency Programme Manager- Somalia (National Position)

Base Location : Mogadishu and Hargeisa, Somalia (with travels to Nairobi (10%) for Networking)

Date of issued : 5th September 2017

Closing date : 14th September, 2017

Reporting : Country Director, Somalia

Contacts : Country Finance Manager, Country HR Coordinator, Regional Desk Coordinator, Regional Finance Manager, Regional HR Manager, Regional Food Security and Livelihoods Advisor, Regional Disaster Preparedness and Response Manager, Regional Director, IRW Humanitarian Department

Line Management responsibilities: 3 Emergency Project Coordinators

Duration of Initial Contract: 3 Months.

Background

Islamic Relief Worldwide, Somalia Programme has been operating in Somalia since 2006 and has responded to conflict and drought affected people through provision of life saving assistance. Through our projects, IR has continuously been providing safe drinking water, improving hygienic sanitation facilities, increasing hygiene awareness, particularly to ones living in IDP camps; empowering the urban poor and distressed working children, engaging in conflict management and mitigation and strengthening of community cohesiveness and co-existence.

Overall Responsibility

- To manage and coordinate the effective and efficient Islamic Relief's response to a drought emergency in Somalia
- To develop and design emergency relief programme interventions.
- To manage the implementation and monitoring of emergency relief projects.

Specific Duties and Roles

- Conduct a needs assessment and review reports on the general situation from staff and partners (as needed).
- Liaise and coordinate with authorities, organisations and agencies operating in the area.
- Formulate information networks with partners, staff and those mentioned above.
- Carry out a needs assessment of the disaster, and send regular reports to the CD, Regional Office/Desk and/or HQ, as necessary.



- Design programmes and systems for providing assistance for and protection to disaster victims.
- Advise the CD on the requirements for an adequate and appropriate response to a disaster, and recommend what extra resources should be called upon.
- In consultation with the CD, draw up a phase-out strategy to ensure a sustainable intervention impact.
- Provide support to the CD to make sure that security guidelines are updated and in place.
- Ensure proper logistical procedures are followed during the disaster project.
- Initiate proposal and concept papers, and encourage programme staff to collect required data and information.
- Finalize concept papers to be submitted to donors and to HQ for the funds required for intervention.
- Prepare budgets as per assessments done, and submit to CD, Regional Office and/or HQ as necessary.
- Regularly review budget expenditure and suggest budget amendments to the CD as appropriate.
- Submit final budget reports to the CD as required.
- Build relations with the NGOs and donors, in consultation and coordination with the CD.
- Coordinate with different partners working in the same area to facilitate the mission.
- Implement and monitor the overall strategy of a disaster project during the early stages.
- Together with other programme staff, develop effective monitoring and evaluation tools.
- Manage the staff working in the disaster programme.
- Recruit, train and manage the staff-development process with regard to the humanitarian aspects of the programme.
 - Design and install a management structure suited to the running of the programme in the case of a disaster, which would make clear to all staff their roles and responsibilities.
 - Assist staff in identifying objectives for a period of time and then, through the performance review process, assess staff performance in fulfilling those objectives.
 - Ensure that all necessary administration is carried out on the programme.
 - Establish and implement systems to record all financial transactions that affect the programme.
 - Ensure that significant events are recorded in files and that a filing system is maintained.
 - Set up and implement a system to allow the control of resources for the project.
 - Raise the awareness of local staff to disaster issues and the disaster programme, and develop their capacity to respond to disasters

Others (5%)

- As directed by the Line manager

Qualifications, Skills and Experience:

Essential:

- University degree or masters in related academic discipline (preferably Business Administration (option strategic management), Social sciences, community development, environmental sciences or with a degree in Project Management with relevant work experience).
- Substantial experience (at least 10 years working with a humanitarian/development organisation preferably in Somalia including significant experience in financial management/control).
- Skills and experience in project/programme implementation, monitoring, review and evaluation preferably
- Substantial people and programme management experience with good interpersonal skills and ability to communicate at all levels.
- Solid experience in grant management, including budget holding and donor reporting.



- Substantial understanding or proven experience of security management issues.
- Ability to produce high quality reports in English.
- Representational, political awareness and advocacy skills.
- Ability to work with limited supervision from line manager.
- Experience of working with partners and a participatory approach.
- Fluency in written and spoken English and computer literate.
- Commitment to and understanding of Islamic Relief aims, values and principles.
- Willing to live and work in Puntland and Somaliland regions

Desirable:

- Experience and/or an interest in working in Somalia in the similar project
- Ability to communicate in local language is an added.

APPLICATION PROCESS

- IRW Somalia Program is inviting applications from qualified/Motivated candidates who are interested to submit their CVs and cover letters explaining, how they meet Job description.
- Each application should be addressed to the HR account: hr.mogadishu@islamic-relief.or.ke and include the following:
 - An updated CV; and
 - An application letter
 - Academic Qualifications (certificates/Transcripts)
 - Copy of your National ID card or passport
 - And contact information for three work-related referees.
- Applications not including all of the above information will not be reviewed.

Only short-listed candidates will be contacted. IRW is an equal opportunity employer.

Note: Please make sure the job title in the mail subject line is clear as Emergency Programme Manager