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| **ROLE PROFILE: Humanitarian Operations Advisor** | |  |
| Position Title: | Humanitarian Operations Advisor |
| Position ID: | 516649450; |

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| **Team** | Humanitarian Operations | **Grade** | P3 |
| **Reports To (Title)** | Lead Advisor, Humanitarian Operations | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location (multiple timezones and locations required across team) | **Time-zone** | Role required to cover the LAC time zone. |
| **Languages** | English essential for the role.  Additionally:  Spanish speaker (desirable to be able to support LAC time zone) | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The Humanitarian Operations Team own and manage key procedures that support our organizational approach to preparedness and response, ensuring seamless coordination of functional support to humanitarian operations across all contexts in anticipation of and in response to humanitarian needs. To facilitate rapid deployment of high-quality surge capacity and flexible funding tailored to the specific needs and capacities of our responses, thereby maximizing impact. To build the capacity of humanitarian responders, empowering them with the skills and knowledge needed to effectively address humanitarian challenges.  **Role purpose**  To ensure coordinated and effective humanitarian responses across the allocated country office portfolio, support the delivery of critical alerts and prioritisation documents, and provide operational advice and gap-fill support during response initiatives, including potential deployment. |

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| **Principal Accountabilities** |
| * Coordinate support to humanitarian operations across the allocated country office portfolio, ensuring seamless collaboration and high-quality service delivery. * Manage the process and documentation of Alerts, Categorization/Recategorization, and Prioritization, in adherence to relevant procedures and frameworks. * Advise and support country offices in implementing the Response Management Plan (RMP) and other relevant protocols, tailoring guidance to specific response needs. * Facilitate the implementation of Emergency Preparedness Plans (EPP) by providing comprehensive support to country offices, fostering readiness and resilience. * Be available to fill gaps or backstop essential operational roles within response teams, ensuring continuity and robust operational capacity during crucial periods. * Deploy, either remotely or in person, as needed, to reinforce humanitarian response efforts, maintaining flexibility and readiness to act in diverse and dynamic situations. |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 80% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Global Teams and Business Partners * CDs and CO SMT   **External** |

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| **Competencies** |
| Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Analyses and exercises judgment in challenging situations where specific guidance or the full facts are not available.  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity and confidence. |

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| **Experience and Skills** |
| **Essential**  1 - Humanitarian Operations: Considerable experience in managing and supporting humanitarian operations, including emergency response, recovery, and development programmes, both directly and remotely.  2 - Emergency Response Planning & Management: Proficient experience in developing and implementing Emergency Preparedness Plans (EPP) and supporting countries in delivering Response Management Plans (RMP).  3 - Deployment and Gap Filling: Experience in being deployed to gap fill and/or backstop key operational positions in response teams, including both remote and in-person support.  4 - Documentation and Compliance: Experience in delivering Alerts, Categorisation/ Re-categorisation, and Prioritisation documentation according to established procedures and frameworks.  5 - Coordination and Advisory: Experience in providing advisory and coordination support to country offices on the delivery and implementation of humanitarian procedures and frameworks. Strong ability to advise and support country offices on the delivery of relevant response procedures.  6 - Collaboration and Stakeholder Engagement: Proven track record of building and maintaining effective relationships with internal and external stakeholders, including cross-functional  **Desirable**   * N/A |

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| **Education and Qualifications** |
| **Essential**  N/A  **Desirable**   * Bachelor’s Degree: Preferably in International Development, Humanitarian Assistance, Emergency Management, or related risk management or social sciences fields is desired |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 15/08/2024 |  |  |  |
| 2 | 03/12/24 | Lizzie Towl |  |  |