



International e.V.

Job Description

Terms of Employment

Title:	Humanitarian Aid Officer (HAO)
Based at:	AWO International's Regional Office South Asia, Lalitpur / Nepal
Reports to:	Humanitarian Aid Coordinator, AWO International, Regional Office South Asia

Summary:

Under the overall supervision from Head Representative and the Humanitarian Aid Coordinator (HAC), the Humanitarian Aid Officer's tasks will be to support to grant acquisition, planning, steering, monitoring and reporting of projects in context of Humanitarian emergencies (HA) and Disaster Risk Management (DRM) and to provide technical guidance to project partners in South Asia region (at time Nepal, India and Bangladesh, further countries planned for future) and will help to develop a portfolio on Humanitarian emergencies and Disaster Risk Management of AWO International in South Asia region. Further, the HAO supports partner organizations in a thematic way in coordinating response in humanitarian crisis areas (for example by identifying humanitarian needs and priorities in line with clusters and other relevant actors, supporting logistics, e.g.).

Key responsibilities & accountabilities:

Fundraising, Coordination & Strategic Development

1. Analysing the landscape of potential donors / cooperation partners in context of humanitarian aid and disaster risk management and networking
2. Support in development of concept notes and drafting of attractive proposal documents (including all proposal components, also log frames and budgets)
3. Maintaining contacts to implementing partners, funding partners and HA / DRM coordination circles and cluster members on a regular basis (includes up-date of contact- and mailing lists)
4. Supports HAC to coordinate and align AWO Humanitarian Response and DRM initiatives with government bodies at a district level and with the Social Welfare Council for project related agreements and in regard of evaluations
5. Design of presentations for new projects and interaction with development partners in coordination with Humanitarian Aid Coordinator

6. Coordination with Head Representative, Humanitarian Aid Coordinator, Program Coordinators, Finance Coordinator in context of portfolio development and project management
7. Coordinates with Finance Coordinator, Humanitarian Aid Coordinator and Administration officer to build the roster of vendors for the humanitarian logistics management.
8. Supports with technical inputs for the development of organizational contingency and strategic framework planning at Regional Office and level of partner organization.

Project Management (programmatic and financial) & Logistics

9. Supports identification of new partners and assessment of incoming proposals in close coordination with the Head Representative and Humanitarian Aid Coordinator such as active participation in selection processes for new partners
10. Capacity development for new partners (in context of AWO provisions and formats) and organization capacity development measures in context of HA and Disaster Risk Management
11. Practical technical advice and backstopping at partner level (for example in context of WASH, Shelter and bio-engineering mitigation measures)
12. Logistic support in coordination with Admin- and Finance Officer for AWO Regional Office such as active involvement in supply-chain management (warehouse- and stock management, transportation, etc.) in crisis situation. Guidance to project partners
13. Results based and thematic guidance of assigned PO in planning, implementation and monitoring processes. This includes the assistance for proposal & contract development in line with standards of AWO International and other funding agencies.
14. Monitoring of the performance of the partner organizations such as of efficient and effective implementation of cooperation projects (includes flow of funds, utilization of budget as per plan and the application of agreed guidelines)
15. Controls the program quality of the programs implemented at the field in coordination with the HAC, district line agencies and implementing partners for efficient utilization of funds in line with the agreed guideline.
16. Field visits for project appraisal, monitoring, steering and coordination purposes (includes the submission of travel reports and interim deployments on short notice in context of emergency relief operations / projects) within South Asia region
17. Cooperation with Finance Department in all financial matters (includes budgeting, and budget adjustments, fund requests and financial monitoring, accounting, etc.) in coordination with the Humanitarian Aid coordinator and Head Representative
18. Manages the implementation of emergency activities and monitoring their effectiveness in coordination with partners and relevant stakeholders at National and district level.
19. Regular follow up of implementation at regional partner level by Email, phone and Skype (also during field visits)
20. Supervision of EU volunteers project and guide them for exchange of lessons learnt from project partner in various countries of the region.

Reporting / Documentation / Public Relations

21. Support in supervision and examination of the project's programmatic and financial progress / final reports (including provision of feedback and support in finalization stage in compliance with the respective reporting provisions and deadlines)
22. Development of list of vendors and potential partners for South Asian Humanitarian AID context
23. Support in drafting project reports in format of AWO I. / funding agencies and guidance to partner organizations for documentation and reporting in AWO formats
24. Contribution to Public Relations of AWO International (contribution to website news, case studies, human interest stories, articles and other materials) on request of the head representative and humanitarian aid coordinator.
25. Management of qualitative photo materials and of a photo database such as ensuring the proper implementation of corporate design standards of AWO International, ADH and other funding partners
26. Material and document management in context of HA and DRR. Includes the structured filing of documents of outstanding relevance in paper and regular filing of digital files at the server of Nepal Office of AWO International
27. Support HAC in representation of AWO International in national and district level cluster meetings and other forums.

Consults with:

The jobholder fulfils all above mentioned tasks under the supervision of AWO International's Humanitarian Aid Coordinator and Head Representative of Nepal Office and in cooperation with the Finance Coordinator and Administrative Officer such as other Program Coordinators (if needed in humanitarian project context).

Background of the announced position:

At present AWO International's regional program portfolio focuses on labour migration, anti-human trafficking and livelihood promotion. Humanitarian interventions focus on DRM and disaster response and early recovery. The additional position will help to expand the humanitarian aid and disaster preparedness unit in AWO International's Nepal Office.

Job Specifications & Qualifications:

- The employee shall be holder of a Bachelor's degree in Development Studies, Civil engineering, Public Health, Disaster Management, or similar subjects.
- 3 years minimum working experience in context of humanitarian aid, disaster preparedness and coordination and guidance to partner organizations. Priority will be given to applicants with practical working experience in the field (for example in context of assessments on wash and shelters, distribution of relief goods, coordination, logistics, etc.). Previous involvement in DRM and early recovery projects will be an asset.
- Good knowledge about Humanitarian Aid scene (including contacts) in Nepal

- Applied experiences in context of results based project management (including monitoring, evaluation, accountability and learning), program development and proposal development
- Excellent communication- and computer skills (Excel, Word, PowerPoint, Internet)
- Excellent English and Nepali in reading and writing, and Hindi language spoken. Bangla Language will be an asset.
- Intercultural competence & openness for work in social inclusive team
- Applicant must have a learning attitude, be flexible and ready for frequent and longer field trips in the region
- The Humanitarian Aid Officer must be a team worker but also be able to work independently, be proactive and have a solution orientated attitude.

Terms of Employment:

Contract period: 1st November 2015 – 31st December 2016 (incl. 3 month probation period) with possibility of extension.

Salary: A monthly basic salary will be paid between 55.000.- and max. 60.000.- Nepalese Rupees (depending on work experience). In addition one salary will be paid per year as Dashain allowance, provident fund, health and accident insurance will be provided.

Work Station: Nepal Office of AWO International, Sanepa / Lalitpur with frequent field visits mainly in Nepal but also to other south Asian countries. Humanitarian Aid Officer can be deployed on short notice for longer periods of time to disaster affected areas

By applying for this position the applicant agrees to the terms of employment and ensures to have the capacity to fulfill the announced TOR for this position.

By submitting an application the applicant agrees to be fully available from 29th October in case of selection.