



Job Description

Title: Humanitarian Aid Coordinator (HC)

Based at: AWO International's Regional Office South Asia, Lalitpur / Nepal

Reports to: Head Representative, AWO International, Regional Office South Asia

Summary:

The Humanitarian Aid Coordinator's tasks will be to contribute to fund acquisition, planning, steering, monitoring and reporting of projects in context of Humanitarian Aid (HA) and Disaster Risk Reduction (DRR) in South Asia region (at time Nepal, India and Bangladesh, may include also Sri Lanka, Bhutan, Myanmar or other countries in future) and will help to develop a Humanitarian Aid portfolio of AWO International in South Asia region.

Key responsibilities & accountabilities:

Fundraising, Coordination & Strategic Development

1. Analysing the landscape of potential donors / cooperation partners in context of humanitarian aid and disaster risk reduction and relation-building with "Aktion Deutschland Hilft (ADH)" members in South Asia region
2. Development of concept notes and final drafting of attracting proposal documents (including all proposal components, also log frames and budgets)
3. Maintaining contacts to implementing partners, funding partners and HA / DRR coordination circles on a regular basis (includes up-date of contact- and mailing lists)
4. Design of presentations for new projects and interaction with development partners
5. Coordination with Head Representative, Program Coordinators, Finance Coordinator and Head Quarter in context of portfolio development and project management
6. Contribution to the strategic development of the HA and DRR portfolio of AWO International in the South Asia Region

Project Management (programmatic and financial)

7. Identification of new partners and assessment of incoming proposals in close coordination with the Head Representative such as active participation in selection processes for new partners
8. Capacity development for new partners (in context of AWO provisions and formats) and organization of capacity development measures in context of HA and DRR
9. Results based and thematic guidance of the 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

10. 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)
11. Field visits for 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
12. Cooperation with Finance Department in all financial matters (includes budgeting, and budget adjustments, fund requests and financial monitoring, accounting, etc.) in coordination with the Head Representative
13. Coordination and follow up in context of project audit reports in cooperation with the concerned PO, in consultation with the Finance Coordinator of Nepal Office
14. Alignment of HA and DRR interventions of AWO International with respective government bodies
15. Regular follow up of implementation at regional partner level by Email, phone and Skype (also during field visits) and acting as a Focal Point for the partners organizations at AWO International in all project related matters

Reporting / Documentation / Public Relations

16. 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)
17. Drafting of (final) project reports in format of AWO I. / funding agencies
18. Contribution to Public Relations of AWO International by compilation of website news, case studies, articles and other materials on request of the Head Representative
19. 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
20. 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

Consults with:

The jobholder fulfils all above mentioned tasks under the supervision of AWO Head Representative Nepal Office in own responsibility and in cooperation with the Finance Coordinator and the Humanitarian Aid unit in AWO International Head Quarter in Berlin, Germany. In AWO International's Nepal Office he or she coordinates with the Administrative Officer and consults with the Program Coordinators.

Job Specifications & Qualifications:

- The employee shall be holder of a university degree in Development Studies, Sociology, Geography, Disaster Management, Finance or similar subjects.
- 5 years minimum working experience in context of humanitarian aid, disaster preparedness and acquisition of funds; minimum two in the position of a project /program coordinator or -manager
- Good knowledge about Humanitarian Aid scene (including contacts) in Nepal and about funding opportunities in the region

- Applied experiences in context of results based project management (including monitoring), program development and proposal development
- Excellent communication- and computer skills (Excel, Word, Powerpoint, Internet)
- Excellent English in reading and writing, Nepali and Hindi language skills
- Intercultural competence & openness for work in social inclusive team
- Working experience in Public Relations such as Bangla language are an asset
- Applicant must have a learning attitude, be flexible and ready for frequent and longer field trips in the region (including deployment to field for longer time on short notice)
- The future Humanitarian Aid Coordinator must be a team worker but also be able to work independently, be proactive and have a solution orientated attitude

Background of the announced position & Terms of employment:

At present AWO International's regional program portfolio contains eight regular project partners in context of labour migration and livelihood promotion. Small humanitarian aid interventions were also implemented in the past. The new position should help to establish a humanitarian aid and disaster preparedness unit in AWO International's Nepal Office. That's why a staff position was granted for a pilot phase of two years (July 2014 till June 2016).

The range for the basic salary will be between 60.000.- and 70.000.- Nepalese Rupees per month. In addition one salary will be paid per year as Dashain allowance, provident fund, health and international travel insurance will be provided.

The employment in the full time position is effective from 01st of July, 2014, until 30th of June 2016. Extension of contract such as future salary for the position will be decided at the end of the pilot phase.