

EMERGENCY RESPONSE TEAM PROGRAMME OFFICER

Caritas International Mission: Rooted in the Gospel and Catholic Social Teaching, working for all those in need regardless of creed, race, gender, or ethnicity, to realise a world where the fruits of the earth are shared by the whole human family. Caritas fights poverty, exclusion, intolerance, and discrimination. It empowers people to participate fully in all matters affecting their lives, and it advocates on their behalf at national and international level.

Emergency Response Team Objective: As part of the General Secretariat, to ensure that Caritas Internationalis is recognised for its rapid response, technical expertise and effective coordination in emergency programming and disaster preparedness.

JOB DESCRIPTION

Job Purpose: To work as a member of the Emergency Response Team with a particular emphasis on emergency appeals and programme cycle support and effective communication across the General Secretariat and in coordination among CI member organisations.

Accountability: The Emergency Response Programme Officer reports directly to the Team Leader of the Emergency Response Team. The Emergency Response Officer is required to work flexibly within the team environment of the General Secretariat and to support other tasks as required and requested by the Secretary General.

KEY RESPONSIBILITIES

Emergency Appeal Support:

To support the development of high quality Emergency Appeals in line with CI emergency standards and guidelines as follows:

- In close collaboration with Team Leader and designated team members, appraise emergency appeals and funding requests.
- Contribute to the monitoring and review of Confederation emergency programmes including budget screening and monitoring, reporting and capturing and recording of lessons learned.
- In conjunction with the Team Coordinator, contribute to the preparation of narrative and financial emergency appeal documents.
- Undertake research and provide any administrative and financial backup requested by the Team Leader or Secretary General, to support Confederation responses and CI planning, development, monitoring and reporting needs, and to facilitate communication/information flows within the Secretariat and across the Confederation.
- To contribute to the development and maintenance of an up-to-date, accurate and efficient web based information and communication system and appropriate database in support of the CI Secretariat rapid emergency response function.

- To be prepared to travel at short notice to countries where CI emergency response is required in support of a crisis situation.
- To be able to travel regularly to support and monitor Caritas member organizations in sometimes unstable countries where specific care for safety and security is required

Communication and information:

- To provide updates, when requested by the Secretary General or Team Coordinator, appropriate for rapid communication across the Confederation, about CI's emergency response in any given crisis situation.
- To work collaboratively with the Communications, Media and Web staff by assisting to source and provide up-to-date information, data and other materials for CI stories, media and information needs.
- To provide back-up to Emergency Response Team members, writers and photographers, journalists or interagency teams when they are visiting emergency programmes for CI.

Profile

Given the present composition of the team and the global vision of Caritas Internationalis the applicant should be fluent in French and English. The applicant should have at least 4 years experience in working in overseas, humanitarian operations. A background and experience in financial programme management and expertise in working with the Caritas Network are strong assets.

TERMS AND CONDITIONS

Contract: permanent, after an initial one year contract

Salary: to be decided

Hours: Flexible hours allowed, to total 37 hours per week, normally 8:30 – 17:00 h. including lunch break. Evening or weekend work may be required for which time off in lieu is available.

Holidays: As stipulated in CI and Vatican rules

Notice period: This contract is subject to a three month notice either way between employer and employee.

This position is subject to a probationary period of three months.

Please send your application, before 25th February, by email only, to:

recruitment@caritas.va

Only shortlisted candidates will receive an invitation for further steps in the recruitment procedure.

Emergency Response Officer Person Specification Template

		1- Limited Relevance	2- Important	3- Very Important	4- Highest priority	
<u>CORE COMPETENCIES</u> Behaviours at the heart of our organisation's success	a- Understands and actively supports CI's Vision, Mission and Values			X		
	b- Looks outward; Takes account of other people's priorities			X		
	c- Shows an understanding of the Catholic Church and is able to work effectively with it			X		
	d- Supports a culture of mutual respect, trust & transparency, where partnerships flourish			X		
	e- Willing and able to contribute to the long development of CI		X			
<u>PROFESSIONAL COMPETENCIES</u> Behaviours which are important in all organisations	Self Management	f- Manages time and resources efficiently			X	
		g- Manages own personal growth and development continually		X		
		h- Manages emotions and stresses positively			X	
	Thinking and Understanding	i- Analyses and diagnoses problems with depth and insight				X
		j- Displays sound judgement and decision making		X		
		k- Provides creativity and innovation; take risks within context of overall strategy		X		
	Working with others	l- Helps others to achieve goals		X		
		m- Resolves conflict successfully		X		
		n- Builds rapport and communicates effectively				X
	Achieving	o- Shows drive and initiative			X	
		p- Willingly takes ownership; is openly accountable			X	
		q- Adapts easily to change				X
	<u>TEAM MANAGEMENT COMPETENCE</u>	r- Delegation: Hands over tasks to others efficiently and effectively		X		
		s- Team Development: Constantly builds the capacity and potential of the team		X		
		t- Leadership: Inspires the team to perform to the best of their ability		X		

	u- Stewardship: Manages resources prudently		X		
		1- Limited Relevance	2- Important	3- Very Important	4- Highest Priorities
<u>JOB SPECIFIC COMPETENCIES</u> Specialist, technical and functional expertise	ABLE TO APPLY PROGRAMME CYCLE MANAGEMENT PRINCIPLES & TOOLS WITHIN VOLUNTARY SECTOR SETTING				X
	ABLE TO ANALYSE & INTERPRETE NARRATIVE & FINANCIAL REPORTS, PROPOSALS AND BUDGETS				X
	BE AN EFFECTIVE COMMUNICATOR WITHIN A CROSS-CULTURAL TEAM				X
	CONTRIBUTES TO BUILDING CAPACITY OF MEMBER ORGANISATIONS WITHIN AN AGREED WORKPLAN		X		
	MAKES EFFECTIVE USE OF ICT PARTICULARLY FOR DISTANCE COMMUNICATION			X	
	LANGUAGE SKILLS: ENGLISH AND FRENCH				X
	ABLE TO SYNTHESISE COMPLEX MATERIALS AND PRESENT THEM IN A SIMPLE AND ACCURATE ENGLISH				X
	CAPACITY TO PRODUCE ACCESSIBLE WRITTEN MATERIALS TO SERVICE CARITAS COMMUNICATION NEEDS				X