

## Darfur Deputy Director

### NCA DARFUR PROGRAMME SUPPORTED BY ACT/CARITAS

#### JOB DESCRIPTION

**Purpose:** The Deputy Director will provide leadership and management support to the Darfur Director and the Senior Management Team (SMT) of the NCA Darfur Programme in order to achieve the agreed strategy, goals and annual plans for the programme in South and West Darfur and improving its ability to cope with additional demands resulting from changes in the context and operating environment.

The Deputy Director will be acting in the absence of the Director and will also provide interim cover for other departments when the senior managers are on leave or when posts are vacant.

**Scope:** Working under the overall guidance of the Darfur Director help manage a broad range of emergency response functions as needed:

- Contribute to development of overall policies and strategies, including partnerships
- Lead internal processes, including contingency planning, planning, monitoring, reporting, review, evaluations, learning, leadership training and organizational development
- Support Senior Program Managers in implementation and adjustments of the programme
- Support the Operation Manager in capacity building of staff
- Support the Director and Safety Manager in ensuring implementation of security procedures

**Accountability:** The Deputy Director will report directly to the NCA Darfur Director. The Deputy Director is a member of the Senior Management Team of the NCA Darfur Programme. S/He will act for the Director in his/her absence. When acting for the Director, the Deputy Director will be accountable to the NCA Country Director.

#### Roles and Responsibilities:

Working under the Darfur Director, the Deputy Director shall:

##### Support to the Darfur Director:

- Lead the internal planning, monitoring and reporting processes
- Lead internal organizational development processes in order to ensure that the programme is flexible and able to adapt to changes on the ground, including ensuring contingency plans are in place. This includes review of organizational structure and staffing.
- Lead the process of recruiting a national counterpart deputy director, in close co-operation with the Director, Operation Manager and Country Director
- Contribute to formulating strategies and goals where required by changes in the context and conditions on the ground. Support the Director through the monitoring and identification of emerging trends and humanitarian policy issues
- Contribute to the development of strategic relationships with the national partners in accordance with overall guidelines and principles of partnership and cover for the ODCB Manager in his/her absence
- Support learning and review/evaluation processes through the monitoring of the impact of the work of the overall programme and using this information to support decision-making

- and promote learning.
- Lead wider cross-organisational teams/initiatives intended to improve the work of selected aspects of the Programme such as emergency preparedness and response processes
  - Support the Director and HSO in ensuring all levels of programme staff adhere to NCA security plans, policies and guidelines and in ensuring security awareness within all aspects of programme management, ensuring adequate communication networks and procedures, preparedness and safety management

Support to the Senior Managers:

- Support the senior managers by providing support and guidance to them in the implementation of their programmes in line with the overall objectives of the NCA Darfur programme and in adjusting their programmes to respond to changes in the context.
- Support the Operations Manager in accelerating the development of senior national staff. This role will include: the identification of capacity building needs of nationally recruited managers and counterpart staff; facilitating innovative processes of capacity building and development of staff; supporting annual staff review processes; providing coaching; and ensuring individuals' development plans are developed.

Other responsibilities:

- Provide interim cover for the other departments when senior managers are on leave or when posts are vacant or if additional management support is requested for other reasons. The job holder may be required to manage other staff as needed.
- As required, and in agreement with the Darfur Director, represent NCA externally in relationships with institutional donors, national Church and government representatives, donors and strategic partner organisations.

Every effort has been made to ensure that this job description is as accurate as possible; however, due to the emergency nature of the posting, the post holder is expected to be flexible and take on any other relevant tasks as required by their line manager. Furthermore, all staff will be expected where necessary to take on additional duties on behalf of other team members who are on leave/R&R.

## Person specification

### Job specific abilities, skills and experiences

- Educated to degree level in relevant management, international relief / development field with relevant programme management experience in complex emergency interventions.
- Good understanding of the Darfur context and experience of working in Sudan ( preferred)
- Significant experiences in leadership and programme management in complex emergencies outside of own culture, including responsibilities for co-ordination of processes, staff management and the use of programme cycle management tools
- Able to work comfortably with secular, church and other faith based partners working in development and humanitarian response work.
- Experience of working with national counterparts and able to build leadership competencies in other staff.
- Able to provide innovative capacity building support to managers
- Security management skills, to be able to work with all levels of programme staff to ensure security policies and guidance are followed to the highest standard.
- Able to take a strategic role in programme development
- Able to resolve conflict and build strong teams and good working relationships
- Able to display sound judgement and decision making.
- Be creative and innovative with a sense of humour
- Makes effective use of ICT, particularly for distance and cross cultural communication.
- Has an awareness of trends and changing approaches to development and humanitarian work, including donor trends and priorities.
- Able and willing to travel to insecure locations on a regular basis
- Shows an understanding of the importance of gender and diversity in humanitarian and development work.

All staff must demonstrate the following competencies to a high level:

- **Self management:** ability to maintain effective performance under pressure or adversity; ability to handle stress in a manner consistent with the organisation's values; managing own personal growth and development continuously; managing emotions and stresses positively, adapting to change.
- **Operational decision making:** taking decisive action within own scope of authority to achieve goals in uncertain environments and changing contexts; analysing and diagnosing problems with depth and insight; displaying sound judgement and decision making; providing creativity and innovation.
- **Working with others:** helping others to achieve goals; resolving conflict successfully; building rapport, communicating effectively and maintaining relationships within changing emergency teams.
- **Achieving:** showing drive and initiative, taking ownership, being accountable.
- **Partnership approach:** supporting a culture of mutual respect, trust and transparency where partnerships flourish.

***CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection.***

## TERMS & CONDITIONS

**Contract** A one year contract is offered.  
Any contract is subject to final approval by NCA Country Representative and Darfur Programme Director.  
Placements are further subject to our ability to obtain a valid work permit to work in Sudan.  
Any placement would include being seconded to operate under NCA Security protocols, and should the environment change any placement would be reviewed and subject to change.

**Salary** £32,469 per annum

**Induction:** The position will receive an introduction course at NCA Head Office

**Probation:** The contract would be confirmed after a three month probation period.

**Location:** Nyala Darfur – Sudan. With travel across South and West Darfur.

**Start date:** ASAP

**To apply:** Interested candidates currently employed by either the ACT Alliance or Caritas member organisations should send their CVs to [humanitarianjobs@cafod.org.uk](mailto:humanitarianjobs@cafod.org.uk) and cover note or email from their current employer to support the secondment application.

Candidates not currently employed by either ACT Alliance or Caritas (including those who would not be on a contract with any network organisation for the duration of a secondment) should apply to work through CAFOD by completing an application form available from [www.cafod.org.uk/jobs](http://www.cafod.org.uk/jobs) and sending it to [humanitarianjobs@cafod.org.uk](mailto:humanitarianjobs@cafod.org.uk), CVs on their own will not be considered for external applicants.

**Closing date:** 6<sup>th</sup> August. Please note as this is an urgent recruitment for an emergency environment we may appoint before the closing date. Therefore applicants are advised to apply early.



## Background

The Darfur Crisis is a complex emergency that continues to unfold; Action by Churches Together (ACT) International and Caritas Internationalis - representing Catholic, Protestant and Orthodox churches with our related organizations - are responding together to the significant humanitarian need on the ground. We work together to support the people caught up in the crisis through a partnership formed in July 2004, providing support to Norwegian Church Aid who manage the NCA Darfur Programme in Sudan. CAFOD, as the lead Caritas agency, takes specific responsibility and support for recruitment of international personnel and seconds these staff to NCA.

The overall aim of the programme is:

*“To improve the quality of life of IDPs and communities most affected by the violence and unrest in South and West Darfur and in so doing to develop the capacity of national partner agencies and contribute towards a lasting peace.”*

With the support of our member organisations and their donors from across the world, our response is one of the largest humanitarian programmes in South and West Darfur, which has proven its capacity to provide assistance over a long period of time in an unfolding and complex emergency. In 2010, we are assisting more than 390,000 people with a budget of approx. US\$ 12 million. The NCA Darfur Programme is a multi-sector operation undertaken by a consortium of three implementing members; the NCA operational component; the Sudan Council of Churches (SCC) component; the Sudanaid (Caritas Sudan) component. The NCA Darfur programme is implemented in numerous locations across South and West Darfur. The sectors covered are Water & Sanitation, Health & Nutrition, School Support, Peace Building, Psychosocial & Protection (Early recovery) and Emergency Response. The programme has 18 international and 400 national staff.

We assist both those who have been displaced by the conflict in Darfur and host communities whose resources have been impacted by the influx of internally displaced persons (IDPs).

As we meet immediate humanitarian needs, a key priority of our response is to also build and develop the local capacity of our national ACT and Caritas members - Sudan Council of Churches (SCC) and Sudanaid.

The NCA Darfur team, in both Nyala and Khartoum, play a key role in the provision of logistical & technical support, financial management, communications, and programme management, development and coordination.