

The **Caritas Internationalis General Secretariat** is at the heart of the confederation and is the central coordinating and facilitating body for the international organisation. The General Secretariat develops global processes for cooperation and best practice, advocacy and policy positions. It is based in the Vatican City and also has representation offices in New York and Geneva. Under the leadership and management of the Secretary General, it coordinates and supports the work of the member organisations of the Caritas Internationalis Confederation. With a view to strengthening its capacity to respond to emergencies, the Caritas Internationalis Secretariat is seeking to recruit a (m/f):

Senior Humanitarian Response Manager **Central coordination role within the global Caritas movement**

Your mission: effectively contribute to Caritas' humanitarian response

You will play a key role in Caritas Internationalis' programme of activities that aim to increase its capacity to respond to emergencies with greater coordination and impact. Your work will cover three main areas: i) Answering to new emergencies, ii) Managing existing responses and iii) Preparing for emergencies before emergencies occur. In close consultation with the Humanitarian Director and General Secretariat Senior Management Team, you will coordinate the confederation responses to major emergencies. Among others, you will oversee the appeals and provide rapid field level operational support including needs assessment and multi teams programme design and leadership. You will also ensure the consistent use of guidelines and resources in agreed areas of humanitarian response preparedness and risk reduction, and support high risk countries in their disaster preparedness programmes. Besides, you will maintain up to date expertise on areas of professional specialism, in order to act as a resource of expert information to Caritas and when delegated. You may also represent Caritas Internationalis at interagency fora.

Your profile: experienced humanitarian response manager with tact and leadership

You have a higher education degree and a minimum of 5 years overseas experience of leading and managing major humanitarian responses in complex environment, including programme management, assessment and monitoring. You have worked with local and international partners, including on capacity building, and have a good knowledge of emergency relief, rehabilitation and developmental issues. Knowledge of financial management tools in the context of humanitarian responses and experience of (post-)conflict development programmes, conflict resolutions, advocacy and ICT/distance communication is desirable. You have excellent analytical and organisational skills, you can plan and initiate work strategically and objectively without supervision, and are able to manage people at distance. You can establish good relationships with a variety of people, communicate easily and are open to others' opinion. You can deal with sensitive issues with diplomacy, conviction and leadership. You are able to work under pressure and still prioritise effectively. You understand the challenge of fighting poverty and inequalities and adhere to the principles of Catholic Social Teaching. You have an excellent command of spoken and written English and a very good knowledge (spoken and written) of French and Spanish. The function is based in Rome and requires frequent international travels, sometime at very short notice for stays up to 6 weeks with possibly one return after 3 weeks.

Our offer: the opportunity to have a positive impact on emergency responses at global level

This function is a unique opportunity to play a key role in the field of humanitarian response. You will actively participate in Caritas' ambitious programme to improve the confederations' capacity to better answer to disasters throughout the world. You will work at the heart of the Caritas movement and will be in direct contact with communities affected by disasters and key stakeholders in humanitarian practice. You will report to the Senior Humanitarian Response Manager and will be part of a small, friendly and supportive international team that fosters professional growth. You will have much flexibility to organise your work. Your salary will be commensurate with your experience and free of taxes.

Please send your application to Mercuri Urval at mub.be@mercuriurval.com mentioning reference number 48.8204.