

JOB ADVERTISEMENT

CARITAS INTERNATIONALIS

is searching for

Humanitarian Director

This is an exciting opportunity to join *Caritas Internationalis'* Senior Team to lead and coordinate Caritas' humanitarian work globally and represent the Confederation at the highest levels. If you have extensive experience of leading humanitarian responses, are diplomatic, energetic and committed to working in partnership, please get in touch. We'd love to hear from you.

Mission

The *Humanitarian Director* is a *Senior Manager* reporting directly to the Secretary General, whose mission is to coordinate the disaster response of the *Caritas Internationalis* Confederation members around the local Caritas member organization, in close cooperation with the regional coordinators; to develop disaster risk reduction and disaster preparedness strategies; to engage in promoting a better response to humanitarian crises through advocacy on humanitarian policy and to lead the continuous improvement of CI members' emergency response capacity and systems.

The *Humanitarian Director* manages the General Secretariat's Humanitarian Staff. As member of the *Senior Management Team*, the *Humanitarian Director* helps elaborate and implement strategies for the General Secretariat, and make collective leadership decisions. The *Humanitarian Director* will also provide specialist advice and briefings to the *Secretary General* and other General Secretariat Staff.

Caritas Internationalis (CI) is a Catholic non-profit organisation, a Confederation of 162 Members in seven different Regions spread all over the world. The mission entrusted to *Caritas Internationalis* and its network of National Member Organisations is to work for the dignity of the human person, in particular the poor and the neediest, to contribute to the promotion of integral human development, to coordinate the humanitarian responses of its members in order to save lives and rebuild the affected communities, thus helping to spread charity and justice in the world in the light of the Gospel and of the teaching of the Catholic Church.

Type of contract	Fixed-term contract - 4 years with six months' probation period; renewable twice up to a maximum of 12 years
Work place	<i>Caritas Internationalis</i> , General Secretariat – Vatican City
Package	Competitive, tax free if you are or become resident in Italy

Job Description

Job position: *Humanitarian Director*

Job title: *Director – Level C2 (full time)*

Department: *Humanitarian Department*

Line Manager: *Secretary General*

Work Place: *Caritas Internationalis General Secretariat – Vatican City State*

Main responsibilities

1. To provide strategic leadership, management and coordination of the Caritas confederation's humanitarian work:
 - a. To strengthen the capacities of the network and of its members in disaster risk reduction (DRR), humanitarian response and learning, developing policies, protocols and guidelines for this purpose;
 - b. To ensure the external recognition of Caritas as an international humanitarian actor, promoting international standards, Caritas principles and working in partnership;
 - c. To promote confederation advocacy on humanitarian policies and on specific major crises;
 - d. To promote the mainstreaming of safeguarding of vulnerable children and adults in the confederation.
2. To ensure adequate support to Member Organisations in case of major humanitarian crises in collaboration with Regional Caritas and Member Organisations;
3. To lead and manage the General Secretariat's humanitarian team;
4. To provide support, guidance, and supervision to the relevant working structures in the field of humanitarian action, in particular ensuring the operations of the confederation's *Humanitarian Committee* and Caritas regional humanitarian structures/staff;
5. To represent the organisation externally within the mandate given by the *Secretary General*;
6. To participate in the *Senior Management Team*, exercising co-leadership of the *Caritas Internationalis* General Secretariat team;
7. Any other responsibility or task that might be necessary to the achievement of the strategic outcomes or specific tasks related to the optimal performance of the Caritas Internationalis.

Profile

- At least ten years' experience of leading and coordinating major international humanitarian responses and of representing the organisation at the highest levels;
- Advanced university degree in international relations, humanitarian affairs, technical or professional disciplines; additional relevant experience may substitute some education;
- Excellent leadership and management skills;
- Excellent inter-personal skills;
- Strong diplomacy, representation, public speaking, facilitation and networking skills;
- Ability to communicate effectively (oral and written) in at least two of the confederation languages (English, French, Spanish);

- Thorough knowledge of the international humanitarian system; experience with humanitarian coordination;
- Ability to analyse policy developments and draft policy positions/recommendations;
- Familiarity with key humanitarian policies and frameworks;
- Understanding of, and commitment to, the triple nexus approach, based on local leadership of humanitarian responses;
- Field experience, in Africa, Asia, Latin America or Oceania and managing response strategies in humanitarian crises are assets;
- Understanding of an “*accompanying attitude*” and able to promote it with member organisations;
- Understanding of, and commitment to, the principles of Catholic Social Teaching, on which Caritas’ work is firmly rooted;
- Experience with Caritas and/or other Church organisations is a strong asset;
- Result-oriented: possesses flexibility and shows initiative and proactivity;
- Ability to work and create a supportive working environment within an international team; possess intercultural competence and sensitivity;
- Proficient computer skills and experience working with Microsoft Office software.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

Vatican City, 4th August 2023

Please send the **CV**, the **cover letter** (English language) and the **Job Application** by **15th September 2023** to hr@caritas.va.

Please, note that the **interviews** for this position will be held on **26 September 2023**. Details will be communicated to shortlisted candidates later.

Come and join us and help make a real difference in the lives of the world’s poorest communities.

Caritas Internationalis is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outline the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our Safeguarding Policies.

Any candidate offered a job at Caritas Internationalis is expected to sign a Code of Ethic and a Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITION WITH US

FULL NAME

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Name	Last name

CURRENT ADDRESS

Street Address

City

State

E-MAIL ADDRESS

PHONE

APPLY FOR POSITION

HUMANITARIAN DIRECTOR

DATE

SIGNATURE
