CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: **Drought Emergency Coordinator, interim 6 months.**

DEPARTMENT/PROJECT: **Emergency**

SUPERVISOR: **ACD-P**

LOCATION/DUTY STATION: **Nairobi**

DATE OF EMPLOYMENT: ***Immediately***

GRADE: **G**

JOB SCORE:

JOB SUMMARY & PURPOSE:

In close coordination with Regional Humanitarian Coordinators and Humanitarian Working with sector and project managers implementing projects which build resilience to drought, under the supervision of the Assistance Country Director of Programmes, the Drought Emergency Coordinator will be responsible for coordination of drought related interventions through partners and ongoing projects. The incumbent will coordinate meetings with local partners, manage small sub-grants to local partners, support assessments and gather appropriate information, prepare situation reports/concepts/proposals, plan and implement actions to build the capacity of local partners. The Drought Emergency Coordinator will ensure compliance with CARE and donor policies, procedures and regulations, and CARE's Humanitarian Accountability Framework in the implementation of emergency response activities. The Drought Emergency Coordinator will also be responsible for reporting to donors and CARE members, and will be engaged in proposal development and fund raising. The Drought Emergency Coordinator will represent CARE in relevant stakeholders forums to ensure coordination with other agencies, collaboration with government at national and local levels, and visibility in Kenya and in CARE member countries.

TASKS AND RESPONSIBILITES.

R1: Working closely with the Regional Humanitarian Coordinator and Humanitarian Coordinators in Somalia, South Sudan, Ethiopia, and CARE Canada's Humanitarian Operations, and reporting to the ACD-P, coordinate the Drought Response for CARE Kenya according to prevailing conditions in the Kenya and Horn of Africa

Task1: Monitoring of local conditions in Marsabit and Garissa, and national, regional conditions for drought or other disaster and inform/update the Country Director/ACD-P and Regional Humanitarian Coordinators and CARE Canada's Humanitarian Operations as appropriate.

Task2: Assess the capacity of selected local partners and CARE Kenya's projects in Garissa and Marsabit in emergency response, identify gaps in resources, information, personnel and initiate measures to fill the gaps

Task3: Under the supervision of the Assistant Country Director Programmes, participate with other NGOs in assessments. Provide guidance, tools, support to local NGO partners increase their capacity to carry out assessments in their areas of operation.

Task4: Prepare and submit assessment reports, coordinate donor reporting by local partners, prepare CARE situation reports on drought conditions and emergency responses in Kenya. .

Task5: Working closely with the Assistant Country Director Programme and Humanitarian Coordinators in the HoA and in Canada, prepare concept papers and develop funding proposals for emergency responses.

R3: Ensure emergency project implementation in compliance with all, contractual and statutory requirements and agreements by donors and government

Task1: Manage resources, develop and follow work plans, design and apply procurement plans, oversee activities in the field to ensure standards are met, supervise partners and staff to ensure compliance with applicable regulations and ensure timely implementation of any emergency projects within budget

Task2: Responsible for preparation and timely submission of final narrative project reports and to ensure submission of timely and accurate financial reports as per the agreements and regulations

Task3: Identify and mitigate risks against the timely and complete implementation of emergency response

Task4: Promote awareness of and adherence to minimum humanitarian standards Emergency Group (Geneva) in Humanitarian Principles, Sphere Standards, Humanitarian Accountability Framework, Gender in Emergencies, Conflict Sensitivity, Do No Harm, Principles of Partnership are adhered to at all times and accountability to both donors and beneficiaries.

R4: Represent CARE Kenya in relevant emergency forums within the country/region

Task1: Participate on behalf of CARE Kenya in meetings and coordination fora and inter agency working groups. Report to ACD P and CD on meetings.

Task2: Attend regular cluster/TWG meetings on regular basis and as per needs arising in some cases

R5: In collaboration with relevant sectors, coordinate emergency response activities with disaster risk reduction, drought resilience, and livelihood development activities

Task1: Work with the project management teams to ensure timely and quality implementation of emergency related activities within other projects and programmes, provide timely inputs in reports.

Task2: Coordinate emergency projects with other projects within a longer-term programme approach to support adaptation to climate change, build resilience to future disasters, save lives and livelihoods, reduce suffering, and lift beneficiaries out of poverty

AUTHORITY:

1. Spending Authority:
   - Signing of PR and PO up to Ksh. 400,000
   - Signing of cheques

2. **Supervision**:
   - Oversee the implementation of the Emergency response and recovery projects – Number not static – may change depending on response projects and funding – currently 2
   - In collaboration with relevant sectors co-supervision emergency projects and staff

CONTACTS/KEY RELATIONSHIPS (internal & external):

- CARE Humanitarian actors in HoA and Canada
- CARE Kenya partners
- Government of Kenya
- Local and international NGOs
- The target communities/beneficiaries
- CI Members including CEG

- All other stakeholders including donors

WORKING CONDITIONS:

The position is based in Nairobi with frequent (up to 50%) travel to the field with possibilities of longer field hours depending on humanitarian needs and conditions. Ability to travel to the field in short notice.

QUALIFICATIONS:

1. This position requires at least 10 years experience in humanitarian/emergency related programming or masters degree in disaster response or any related social sciences
2. The incumbent should have at least 5 years experience working in Humanitarian/emergency programming work with at least 2 of them at management level
3. The incumbent will possess additional trainings in minimal standards in emergencies and have a good understanding of slow onset disasters such as drought.
4. Competencies: at a minimum the incumbent should possess good people management skills with ability to supervise by proxy, team player, budget management, good communication skills including report writing skills and analytical skills.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____