

## **Programme Manager – Collective Accountability for Affected People**

### **Job Description**

- **Location** – London preferred. Geneva could also be considered. Possibility for other locations if hosted by a CHS Alliance member. Location is determined by the candidates right to work in that country.
- **Direct reports:** Country Liaison Officers x 4
- **Time commitment** – this is envisaged as a full-time role, 80% will be considered for the right candidate. The current funding for this post is for three years. It is anticipated this person would help raise additional funds for the continued development of this approach.
- **Start date** – As soon as possible, no later than January 2025
- **Salary** – D grade: 48685-55'640 GBP, adjusted for other locations

### **Background and Purpose:**

This role will oversee the delivery of an ambitious new approach to assess how aid organisations are meeting their commitments to people in crisis. The CHS LOCALED initiative will compare community views of the aid response with how the organizations which are assisting them are meeting their CHS Commitments.

This programme is initially supported by USAID for a three-year programme covering four countries. This role will oversee this programme, coordinating with many of the CHS Alliance members and secretariat team to deliver the following areas.

### **Main Responsibilities:**

#### **1) Coordination of Collective Assessments**

- Work closely with the Senior Advisor for Policy and Outreach and the Alliance's Quality Assurance team, oversee support for national organisations' CHS verification process
- With the Alliance's Quality assurance team and in liaison with the Partner, Ground Truth Solutions, oversee the carrying out of collective peer assessments
- Ensure the delivery of high-quality reports from the assessments and coordinate their dissemination

#### **2) Identifying relevant capacity support**

- Oversee the identification of capacity and improvements plans
- Identify relevant capacity support solutions

### 3) Lead on communications and advocacy

- Work closely with communications team to ensure the findings from the report are well communicated and influence key AAP and localisation efforts and country, regional and global fora

### 4) Grant Management

- Coordination of activities as outlined in the CHS LOCALED USAID grant with other members of the CHS Alliance team
- Coordinating inputs from the partner, Ground Truth Solutions
- Reporting to the donor and ensuring the conditions of the grant are met

### 5) Strategic development of the programme

- Work closely with the Senior Advisor for Policy and Outreach, consider the future development and adaptations of the current programme
- Consider other funding opportunities for the scalability of the programme
- Ensure that the programme is adding value and supporting the wider goals of the Alliance strategic deliverables

## Person Specification

The key competencies we are seeking for this role are the following:

- **Delivering Results:** Dynamic and able to bring opportunities together to deliver results.
- **Communicating:** Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing
- **Inclusive:** Demonstrating understanding of gender, diversity and inclusion.
- **Excellent analyst and writer**
- **Creative thinking:** Curious about alternative or unconventional ideas/solutions.
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts and with people from a wide range of backgrounds.
- **Living CHS Alliance values:** committing to work as a team, act with integrity, aim for excellence, respect, and care for each other and think creatively.

	Essential	Desirable
<b>Qualifications:</b>		<ul style="list-style-type: none"> <li>• Master's degree in a relevant area of studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience with non-profit organizations, with a global membership reach</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking verification process against the CHS</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience at a senior management (programme or country director level)</li> <li>• Field experience in the aid sector</li> <li>• Leading advocacy processes</li> </ul>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Core Humanitarian Standard</li> <li>• Good understanding of the humanitarian policy work – engagement with IASC, Grand Bargain</li> <li>• Good knowledge of quality and accountability in the aid sector</li> </ul>	<ul style="list-style-type: none"> <li>• Research, monitoring and evaluation practices</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent relationship management skills</li> <li>• Excellent clear writing and reporting skills</li> <li>• Integrator: able to convene people around common goals or finding common solutions</li> <li>• Organization skills – able to prioritise</li> </ul>	
<b>Language:</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written English skills</li> </ul>	<ul style="list-style-type: none"> <li>• French a strong asset, other working languages appreciated.</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Upholding and promote the highest standards of ethical and professional conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance’s standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.</li> <li>• Commit to the CHS Alliance values, vision and mission</li> </ul>	