

ADRA Australia Limited

Programs Humanitarian Senior Officer

Commitment: Full-time

Location: Wahroonga, Sydney

Applications Close: 2 August 2020



About the role

ADRA Australia is seeking a pragmatic, adaptive person with expertise and drive to join our Emergency Management Team and support our partners Internationally and within Australia in the delivery and management of humanitarian and disaster risk reduction programming as well as to provide programming support at the time of major disasters.

The primary responsibilities of this role include:

1. **Partnership management & support:** Managing ADRA Australia's humanitarian partnerships and programming in selected countries and supporting ADRA Australia's national emergency management program.
2. **Consortium engagement:** Managing ADRA Australia's responsibilities with the Church Agency Network Disaster Operations (CAN DO) consortium.
3. **Donor and supporter liaison:** Proactively managing communications with relevant institutional donors and support ADRA Australia's marketing team with relevant information.
4. **Expanding humanitarian programs:** Actively seeking new funding opportunities aligned with ADRA Australia's strategy and support the design of new projects/programs.
5. **Deployment & advisory services:** At the time of disasters, supporting ADRA Australia and the Global ADRA Network with surge capacity and relevant technical advice and training.
6. **ADRA Humanitarian Representative:** Representing ADRA in a mutually beneficial manner on assigned Government and Church coordinating bodies.

A copy of the Position Description for the role is included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church.

ADRA Australia works as part of the global ADRA network which reaches into more than 118 countries. Motivated by our faith, we enable people and communities in Australia, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Purpose: To serve humanity so all may live as God intended – free from poverty and disadvantage.

Our Values: We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and also with each other.

About the Emergency Management Unit

The Programs Humanitarian Senior Officer works within the Emergency Management Unit of the Programs team. The key objective of the Emergency Management Unit is to lead an integrated, collaborative and sustainable global Emergency Management (EM) program with a focus in Australia and the South Pacific that enables local Adventist-led responses. The Programs team works collaboratively with the following ADRA Australia departments:

- Marketing
- Open Heart International
- Finance and Corporate Services

Selection Criteria

Essential

1. A personal commitment to ADRA's purpose, values and Christian beliefs.
2. A minimum of three years of employment experience within the humanitarian sector.
3. Post-graduate degree in a relevant discipline, and/or extensive relevant field/business experience.
4. Prior experience in
 - a. Project cycle management, including financial management skills in budgeting, analysis and monitoring.
 - b. Capability strengthening and development of people engaged in humanitarian programming within a cross cultural context.
 - c. Contributing strategically to innovative practice, program design, and learning processes.
 - d. Managing day to day operations within strict deadlines and under time and resource constraints.
5. Excellent written and verbal communication skills with the ability to interact with people from various backgrounds and ages.
6. Ability to travel within Australia and overseas

Desirable

1. Field experience within a developing country.
2. Familiarity with the compliance requirements of donors, in particular DFAT and the AHP.
3. Experience in facilitation, training and development.

Key Competencies

- **Planning and Organising:** Sets clearly defined objectives. Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Achieving Personal Work Goals & Outcomes:** Accepts and tackles demanding goals with enthusiasm; Works hard and puts in longer hours when it is necessary; Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities; Seeks progression to roles of increased responsibility and influence.

- **Relating and Networking:** Establishes good relationships with colleagues; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Uses humour appropriately to enhance relationships with others.
- **Persuading and Influencing** – Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self or others; makes effective use of political processes to influence and persuade others.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining effort made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. Forward your letter and resume by 2 August 2020 - along with the names of three work related referees - to: alisonyoung@adra.org.au

If you have questions or need further information, please contact: Alison Young, ADRA Australia, Phone 02 9473 9503 or email alisonyoung@adra.org.au

ADRA Australia is an Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion.



Connected
Courageous
Compassionate

Position Title:	Program Humanitarian Senior Officer
Department:	Programs
Reports To:	Senior Manager Emergency Management
Team Supervision:	None

Full / Part Time:	Full Time
Revised Date:	July 2020

Purpose of Position: A basic statement that describes the intent of the position.

The Program Humanitarian Senior Officer is responsible for managing projects and partnerships and coordinating ADRA Australia's International Humanitarian programming as well as supporting ADRA Australia's domestic Emergency Management (EM) program. In addition, they provide capacity development support for the programs team and program partners relative to delivery and management of Humanitarian Programming and Disaster Risk Reduction (DRR) along with programming support at the time of major disasters. This includes the provision of technical advice, development of technical tools and program guidelines and facilitation of knowledge management, as well as deployment for surge capacity.

Behavioural Expectations: Our Code of Conduct – How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

A post-graduate degree in the Humanitarian sector or related field. At least three years' experience within the Development and/or Humanitarian sector, with exposure to project management and emergency response in cross cultural contexts.

ADRA Competency Framework: 1.1 Deciding & Initiating Action. 3.1 Relating & Networking, 3.2 Persuading & Influencing, 6.1 Planning & Organising, 8.1 Achieving Personal Work Goals & Objectives

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility	Actions / Tasks / Objectives	Measures of Success / KPIs
Groupings or areas of responsibility	What has to get done in this area	How job performance will be measured
PARTNER MANAGEMENT & SUPPORT	<ul style="list-style-type: none"> In close association with relevant ADRA Regional and/or International personnel, manage ADRA Australia's relationship with each country where Humanitarian response projects are operating in line with ADRA Australia's Partner Operations 	<ul style="list-style-type: none"> High Partner satisfaction scores relative to Humanitarian engagement with ADRA Australia.

	<p>Manual (Humanitarian programming relevant sections). [Note: in situations where the country is also a development Partner, work closely with the assigned Program Manager or Officer assigned to that country to avoid duplication]</p> <ul style="list-style-type: none"> • Ensure all assigned Partners have clear understanding of obligations and responsibilities at all levels as agreed to in relevant EOLs. • Ensure trust, transparency, accountability and mutual respect is built, maintained, and/or strengthened with assigned Partners during Humanitarian engagement. • Facilitate and/or provide capacity strengthening of Partners in mutually agreed areas, relevant for Humanitarian programming. 	<ul style="list-style-type: none"> • Contractual breaches are handled transparently and in accordance with contractual obligations. • Partner Capacity Assessments done at regular intervals as agreed and appropriate capacity strengthening strategies in place and followed up on.
<p>RESPONSE & PROJECT MANAGEMENT</p>	<ul style="list-style-type: none"> • Contribute in areas of personal technical expertise during ADRA Australia’s response to national and international disasters, with a focus on Church Agency Network Disaster Operations (CAN DO) responses. These technical areas include planning (e.g. proposal development, SitReps), MEAL and report writing. • Manage ADRA Australia’s responsibilities within CAN DO. This includes proposal development, planning and learning events, special projects, reporting, etc... • Ensure Australian funded Humanitarian projects, particularly those within CAN DO, are implemented in a responsible and accountable manner, with quality outcomes, while meeting ADRA’s internal standards, as well as contractual obligations to our stakeholders (DFAT, ACFID, ATO, etc...) and International Standards (e.g. Sphere, CHS). This includes: <ul style="list-style-type: none"> ○ Ensure EOLs for respective Projects are in place at project start up, and agreements within them are adhered to by Partners. ○ Monitor project implementation, including field visits where applicable. ○ Project finances: ensure financial management standards are met, spending is in line with budgets/plans, acquittals/tranches are managed timely, and any variations to plans are managed as per agreements. ○ Risk Management: ensure significant risks are identified and mitigating strategies in place. ○ Safeguarding: Ensure Child Protection, PSEAH, and Counter Terrorism requirements are met (e.g. policies, guidelines and training) with assigned Partners and any downstream Partners that receive Australian funding. ○ Donor reporting: Ensure reports to donors and/or managing contractors are presented timely and to a high-quality standard. • Actively seek new funding opportunities aligned with ADRA Australia’s strategy, and support design processes for relevant new projects/programs. 	<ul style="list-style-type: none"> • Emergency Management meets ADRA Network standards (as per AAL). • Monitoring and progress reports provide evidence that ADRA Partners, including CAN DO, are being regularly supported to solve problems and address barriers to delivering anticipated project outcomes on time and within budget.

DEPLOYMENT & ADVISORY SERVICES	<ul style="list-style-type: none"> • Provide emergency response deployment support within the Emergency Response Team when assigned. This will be either virtual or physical deployment. • Provide training and facilitation support to National, Regional and/or International Humanitarian exercises and training events. • Collaborate with ADRA Australia team members to provide technical advice on relevant Humanitarian/DRR programming in Australia and Internationally. • Provide recommendations and share learnings on relevant Humanitarian/DRR related issues within the ADRA Global Network, as well as ADRA Australia staff and ProCom. This to include Global, SDA Church, Donor and CAN perspectives. • Provide practical guidance on how to integrate CAN DO opportunities within ADRA South Pacific Region Humanitarian plans in order to maximise synergies and leverage expanded opportunities. 	<ul style="list-style-type: none"> • High level score for end of deployment appraisal • High level score on Internal Engagement survey
ADRA REPRESENTATIVE	<ul style="list-style-type: none"> • Represent ADRA on assigned Government and Church coordinating bodies, including the Humanitarian Reference Group (HRG). • Constructively engage with the wider body of the Humanitarian community and collaborate in relevant Humanitarian/DRR activities, including ADRA International technical working groups where relevant. • Liaise with relevant Donor and UN stakeholders, in particular DFAT, and support country partners in building relationships with such. 	<ul style="list-style-type: none"> • At least one interaction per month within the Humanitarian community that furthers dialogue and partnership around Humanitarian/DRR activities.
MARKETING SUPPORT	<ul style="list-style-type: none"> • Provide Marketing, with relevant response related information to guide marketing decisions, as well as appropriate stories/photos from responses and humanitarian projects. 	<ul style="list-style-type: none"> • At least one appropriate story used by Marketing per response.

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /
