

Description de Poste

JOB TITLE	Emergency, Preparedness and Response Manager
Organization	World Relief Corporation/ Haiti Office
Reporting to	COUNTRY DIRECTOR
Sector	Emergency Management
Speciality	Emergency project Management
Publication Date	April 29, 2024
Advertisement end Date	May 3, 2024
Effective Date	May 6 th 2024 As soon as possible. This position will be filled as ongoing until the best candidate is hired
Position Type	Full time (40h to 48 h per week)
Position base Location	Port-au-Prince (With regular field visit)
Length of contract	6 months with possibility of extension once the fund is secured and after successful completion of the current assignment

ORGANIZATION SUMMARY:

World Relief (WR) is a global Christian humanitarian organization that is fighting for change that lasts, across the globe and in the U.S. WR brings sustainable solutions to the world's greatest problems – disasters, extreme poverty, violence, oppression, and mass displacement. The organization is 80 years old and has worked in over 100 countries around the world since its founding.

In Haiti, WR comes alongside local churches, community organizations and hundreds of individual volunteers to support displaced people and the most vulnerable in their community. Today, we are proud to partner with over 6,000 local churches, and 95,000 volunteers globally to bring hope, healing and transformation to the most vulnerable.

POSITION SUMMARY:

Are you a person of compassion? An advocate for justice? Someone who stands up for the rights of the vulnerable and speaks out for the marginalized, the exploited and the forgotten? Do you believe in our calling as Christians to welcome the least of these and love our neighbor?

If you answered 'yes', to any of the above, World Relief, and millions of people around the World need you

PURPOSE OF JOB

The Emergency, Preparedness and Response Manager is responsible for leading and coordinating World Relief's activities related to emergencies, disasters and humanitarian for socio-economic reintegration for IDPs, refugees and returnees.

The Emergency, Preparedness and Response Manager will report to the Country Director and works closely with Programs Director, the Finance and Operations Director, MEAL Manager and other departments lead to ensure effective and timely emergency preparedness and response. **ROLES AND RESPONSIBILITIES:**

- Develop and implement policies, strategies, plans and guidelines for emergency preparedness and response in line with the World Relief vision, mission and values
- Leads the regular situational analysis of Emergency preparedness and response through Rapid Assessments, evaluation of the level of risk, Identification of victims, ensure compliance in logistics and regular communication.
- Leads and coordinates all the World Relief emergency and rapid response in collaboration with CD and HO HDRU, ensure adequate resources are available for effective and efficiency emergency response for different interventions.
- Leads and coordinates all emergency project Consortium members meetings in collaboration with CD to ensure adequate resources are available for effective and efficient emergency response for different interventions and compliance
- Research and write project proposals in coordination with the Director of Programs, MEAL Manager, other Program Leaders, and home office HDRU team.
- Monitor project expenses according to the approved budgets in conjunction with the Finance Department staff and WRH Senior Management
- Develop project budget projections and supervise the financial and material resource management of all emergency and preparedness projects
- In collaboration with the HDRU focal point, MEAL Manager, monitor and evaluate the performance and impact of emergency preparedness and response interventions, ensuring quality assurance, accountability and learning as well as WR theory of change related to emergency response.
- Lead periodic project reviews through meetings and other routine engagements.
- Establish and maintain strong partnerships and collaboration with relevant stakeholders, including but not limited to government authorities, NGOs, donors, and the media, on emergency preparedness and response.
- Represent WRH at meetings, clusters and conferences on emergency preparedness and response, advocacy of WRH interventions and visibility to secure additional resources.
- Manage and monitor the budget, human resources and administration of the emergency preparedness and response programs, ensuring compliance with World relief and donors' requirements.
- Prepare monthly, quarterly and other reports for donors and WRH management.
- Ensure that relevant information is readily available for donors and other partners through the MEAL Manager and Country Director

- Perform any other duties as assigned by the Country Director as appropriate.

EXPERIENCE, SKILLS AND REQUIREMENTS:

- University degree and 5 years' professional experience in leading and managing complex humanitarian programs in a variety of contexts as a result of internal conflicts, natural disasters such as climate change, landslides, flooding and other protracted crises.
- Working experience for IDPs, returnees and refugees on socio-economic reintegration, mental health and social inclusion is highly preferred.
- Experience in designing, implementing and monitoring emergency response and preparedness projects in collaboration with local partners, donors, and government authorities.
- Proven experience in delivering high-quality results under challenging conditions and within tight deadlines.
- Passionate about humanitarian principles and committed to ensuring the protection and dignity of the most vulnerable populations.
- Proven experience in reporting, effective and efficient use of resources.
- Demonstrated skills in strategic planning, budgeting, managing team dynamic, and coordination with multiple stakeholders.
- Excellent analytical, skilled in problem-solving and interpersonal communication in French and English.
- Ability to work independently and as part of a team

BEHAVIOURS (Values in Practice)

- The Example of Jesus
The Local Church
- Values People
- Excellence and Continuous Improvement
Empowerment
- Partnership with others
- Fear of God
- A person prayer

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information.
- The employee frequently is required to sit, reach with hands and arms, talk and hear.

WORK ENVIRONMENT:

- General office setting, hybrid work environment, or fully remote.
- Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype, outlook meetings may be required.
- Year-end archiving activities involve repeated lifting and bending.
- Physical, emotional and intellectual demands
- Equipment used: Employee computer (desktop or laptop), printer, and copier.
All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job- related instructions as requested by their supervisor, subject to reasonable accommodation.
- This position description is not all-inclusive and is always under review.

WR maintains a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment.

World Relief Legal Background

World Relief is both an equal opportunity employer and a faith-based religious organization.

This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.

World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

To apply for the position, please submit a motivation letter and resume to wradmin@wr.org no later than May 15, 2024

N.B: Only successful candidates will be contacted.