

# Humanitarian Cash Programming & Markets Advisor

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Field Operations

Job Type: Fixed term, Full-time

**You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted**

Job Title : Humanitarian Cash Programming Advisor

Reporting to : Senior Manager- Disaster Management

Grade Level : 16

Work Location : Nairobi

## **Purpose of Position**

To Provide technical support and guidance in the design, implementation and coordination of Humanitarian Cash Based Assistance Programming for World Vision Kenya.

## **Major Responsibilities**

### **Technical Support, 40%**

- Provide technical support to WVK cash programming including Cash feasibility assessments, Market assessments, determination of response options, delivery mechanisms and appropriate modalities to be implemented.
- Coordinate with technical sectors: (Livelihoods& Resilience, Health & Nutrition, Education &

Protection, WASH, DMT), Departments: Sponsorship, RAM, Operations, ICT, Finance & Supply Chain and other Support Services for effective planning and implementation of Cash & Voucher Programming within WV Kenya.

- Provide oversight of all Cash Based Intervention programs implementation progress; identification, resolution and/or escalation of issues.
- Coordinate development, dissemination and roll out of Cash Based Intervention Programs guidelines in line with global, national and WVI standards
- Ensure that Cash & Voucher Programming projects are designed to meet or exceed WVK, donor and industry standards and guidelines;
- Ensure the incorporation of digital payment systems and platforms in all WV programs and coordinate its implementation.
- Support Area Program and Grant Teams teams to set up CVP operations
- Develop Standard Operating Procedures (SOPs) for the selected delivery mechanisms (Mobile Money, Electronic Voucher, Banks, etc)
- Provide orientation during startup workshop on CVP project components
- Support digital registration and data management
- Work with Technical Programs to strengthen the integration of CBI on programming
- Participate in joint technical coordination, planning and review meetings for Humanitarian Cash Transfers and Markets
- Participate in the development of winning proposals that incorporate CVP as a modality.

### **Capacity Building, 25%**

- Identify technical and programmatic gaps on Cash Based Interventions and design staff capacity

building interventions on all aspects of CBI programming including feasibility, risk assessment, market assessment and analysis, modality selection, implementation of a delivery mechanism and distribution process.

- Enhance skills and capacities of staff and partners in Humanitarian Cash Transfers and Markets
- Coordinate regular learning forum to profile, communicate and ensure adoption of promising practices
- With the support of GC CVP leads, lead CVP Capacity assessment and capacity building initiatives for WV Kenya staff and partners.
- Provide technical and supervisory support to WV partners utilizing CVP modalities
- Ensure ongoing coaching and mentoring of project staff in order to ensure that they are able to perform and achieve the desired results
- Coordinate regular learning forum to profile, communicate and ensure adoption of promising practices
- Identify capacity gaps in Cash Programming and organize for capacity building session to bridge the capacity gaps

#### **Accountability, Learning and Innovation, 20%**

- Innovate, test or replicate good ideas to scale up multipurpose cash based programming both in humanitarian, social safety net or development programming.
- Set up CVP monitoring, accountability and learning systems and address findings and recommendations on a regular basis.
- Design and facilitate market assessments and document lessons for sharing internally and with key partners

- Ensure that monthly and regular reports are generated and timely submitted to relevant stakeholders and partners (CTMR, donor reports, etc).
- Ensure internal control systems are in place to identify and manage potential risks associated with CVP.
- Oversight to ensure the projects are implemented in accordance to the approved budgets
- Initiate and Manage the contractual processes among key partners and support offices in consultation with the WVK risk and compliance department
- Coordinate the development of Cash Based Interventions M&E tools, analyzing monitoring data and facilitating post-monitoring distribution.
- Leading and coordinating CBI feasibility assessments, data collection and analysis to inform evidence-based response analysis, programme design, and adaptive implementation.
- Coordinate and ensure delivery of risk assessments and mitigation measures related to CBI emergency response programming
- Participate in the developing and adapting Standard Operating Procedures (SOPs), policy documents, guidance and tools for Cash Transfer Programming.

#### **Engagement, Networking and Advocacy, 10%**

- Lead coordination and networking initiatives on CVP for WV Kenya. This includes engagements with the Cash Working Group, CaLP, Government State Departments, Consortiums, the HPPP, NGOs and other stakeholders in that space.
- Establish and maintain good relationship with Government Departments, CBOs, funding partners, Support Offices, & private sector actors involved in CVP
- Coordinate and actively participating in relevant National and Sub-national working groups and other meetings in the area of responsibility, including the Cash Working Group at national level

- Participate in joint technical coordination, planning and review meetings for Cash & Voucher Programming

**Any other Duty assigned by supervisor or designee 5%**

- Perform any other duty as may be assigned by supervisor or designee from time to time
- Participate and contribute in committees and task forces as may be required.

**Knowledge, Skills and Abilities**

- Bachelor degree in the fields of: Social Science, Economics, Statistics or related field.
- A postgraduate training in Monitoring & Evaluation, Statistics, Economics, Computer Science, Agriculture or related field will be an added advantage.
- At least six years of experience in Cash Based Programming including conducting Cash Feasibility Assessment, Market Assessment, Designing Projects, implementing CVP programs
- Experience supporting strategic programme development including successful proposal development for humanitarian donors
- Experience working with Mobile Network Operators (MNOs) and Financial Service Providers (FSPs).
- Experience in engaging with donors, private sector players, government agencies, INGOs among others
- Experience working with both local and internal partners to design programs, implement or build capacity
- Experience in setting up functioning monitoring and accountability systems
- Strong evidence of good interpersonal and communication skills

- Experience working with both local and internal partners to design programs, implement or build capacity
- Experience in coordinating multi-agency programs and consortium/network development
- Understanding of program design process, and monitoring/evaluation frameworks
- Highly flexible and organized, able to coordinate private sector players and guide the WVK technical decision making process on new and upcoming funding opportunities
- Able to manage multiple, simultaneous demands and willing to take on new tasks on an ad hoc basis as assigned by the supervisor
- Ability to work both on own initiative and as part of a team in a high-pressure environment while adhering to deadlines
- Excellent interpersonal and problem-solving skills, creativity and flexibility, ability to coordinate and build consensus.
- Ability to work well in and promote teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Experience in setting up functioning monitoring and accountability systems
- Experience in coordinating multi-agency programs and consortium/network development
- Understanding of program design process, and monitoring/evaluation frameworks
- Management of complex government/institutionally funded programs/projects
- Proficient in written and spoken Kiswahili and English.