

Response Manager

Location: [Europe & the Middle East] [Armenia]

Town/City: Yerevan

Category: Humanitarian & Emergency Affairs

Job Type: Fixed term, Full-time

Response Manager

LOCATION

Yerevan, Armenia

DURATION

Fixed-term

PURPOSE OF THE POSITION

Response Manager (RM) provides leadership to WV Armenia's humanitarian emergency response during and after the Cat1 with the nationwide goal: "To respond to the needs of children and their families effected during and post-conflict period in Armenia"

S/he participates in decision making regarding that response grants, local funding and WV private resources are acquired with high quality planning and in alignment to WV's and UN standards for emergency programming.

Under the direction of the WV Armenia Interim Program Director and in collaboration with the

MEERO HEA, this position will provide leadership in developing strategic planning and supervision of projects under the response including enhance partnering and networking capacity and position WV Armenia within the UN working groups system and respective donors. The Response Manager will advocate for issues on funding and policy change to be addressed under the countrywide response mechanism to ensure affected girls and boys from Nagorno-Karabakh and their neighboring host families benefit from the program.

RM manager provides leadership and supervision to the response grants and projects in close cooperation with existing core functions and Operations Team so to ensure integration of program, influencing and resource development activities towards early recovering and medium-term solutions.

MAJOR RESPONSIBILITIES

1. Strategy

- Lead the response and ensure operational coordination within the NO operations, including operations team, programs, advocacy, Child Protection, security and support functions. Check accuracy of provided specifications, without going into technical details,
- Lead coordination with other actors, including national and local government, EU, UN and peer organizations. To do this, close collaboration is to be ensured with the in-country 5WGs (response working groups), the local authorities and partners as well as WV regional office Disaster Management Team,
- Assess situation and help response office identify key actions and develop 6 months response operational plan, with clear objectives and targets by end January 2021.

1. Leadership & Capacity Building

- Identify key staffing and capacity gaps required to meet needs on the ground. Especially support facilitation of response accountability mechanisms and capturing lessons learned for advocacy and fundraising objectives,
- Lead and coordinate Response team to have timely, relevant and effective response operations,
- Affirm, mentor, coach and equip project managers to set strategic directions, strengthen relationships with Support Offices, accept accountability, manage performance, and nurture staff in a way that aligns with WV's vision, mission, and core values and enables WV Armenia to meet its organizational goals,
- Adhere to WVI key policy documents – mission, core values, and covenant of partnership,
- Contribute to WV Armenia strategic and operational performance as Senior Leadership Team (SLT) Member.

1. Risk management & Quality Assurance

- Support the Interim Program Director to manage response related risks.

1. Resource Development

- Support resource mobilization unit to develop operationally sound proposals that are in line with Response Intent and other strategic documents,
- Ensure alignment of Response actions with internal and external humanitarian standards and requirements. Review WVI and international response and emergency standards, especially on the need of children in crisis, and support field and operational staff to understand and help incorporating emergency standards in the ongoing response operation,
- Collaborate with the WV Armenia Advocacy, Child Protection, Communication managers for strong and relevant external positioning.

1. Partnership, Networking and Coordination

- Ensure appropriate representation of WV Armenia at strategic fora that could lead to resource acquisition and enhanced programming collaboration, in collaboration with PD and Operations Manager,
- Manage relationships with response partners in line with WV's policies, standards and values and behaviors,
- Liaise with RO HEA and Support Offices (SOs) during negotiations and preparation of joint project applications/initiatives.

REQUIRED QUALIFICATIONS

The following knowledge, skills, and abilities may be acquired through a combination of formal

schooling, self-education, prior experience, or on-the-job training:

- Bachelor's degree in International Development, Social Sciences, Business Administration, Economics or a related field applicable to developing country context,
- Master's degree in International Development, Management or other field applicable to developing country context preferred,
- Minimum of 10 years managerial experience in Technical Program Development, Resource Acquisition, Monitoring, Evaluations and Quality control with a thorough understanding of all areas of project management cycles in a complex, international organization,
- Leadership of diverse teams and operations aiming at child well-being,
- Work experience in partnering with the host government and UN agencies,
- Ability to engage at a strategic level with senior government and INGO officials,
- Strong budgetary and financial management skills,
- Excellent proven track record of donor relations with multiple donors,
- Good interpersonal, organizational and time management skills,
- Ability to lead a team with an empowering and outcome-oriented approach,
- Ability to maintain performance expectations in a continues changing environments,

- Excellent written and verbal communication and relational skills, especially in a cross-cultural environment, and ability to analyze and solve problems, persuade, network and negotiate,
- Proficiency in written and spoken English,
- Ability to solve complex problems and to exercise independent judgment,
- Computer literate in Microsoft Office, Lotus Notes or similar database, email and internet programs,
- Ability to travel within country, regional and internationally,
- Demonstrated track record in proposal development, funding acquisitions and project and grant management for major government donors preferred,
- Demonstrable experience in planning, reviewing, strategizing evidence building aimed at child development, children in crisis, GBV and issues affecting most vulnerable girls and boys.