

# Humanitarian and Emergency Affairs Officer

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Humanitarian & Emergency Affairs

Job Type: Fixed term, Full-time

## **1. PURPOSE OF POSITION**

The HEA Officer supports NO in response to crisis in a timely, efficient and effective manner to meet humanitarian needs and initiates early recovery in disaster affected areas. The position ensures that Disaster Management is represented in the NO Strategy and NO has clear strategies to proactively address major risks and hazards in country. In ensuring preparedness for emergencies, this role builds and maintains critical relationships with stakeholders internally and externally.

## **2. MAJOR RESPONSIBILITIES**

Time	Role Dimension / Major Activities	End Results Expected
30	<b>1. Effective and active contribution to Disaster management:</b> <ul style="list-style-type: none"> <li>• Ensure NO strategy demonstrate action to</li> </ul>	Effective contribution of the NO in emergency preparedness and response in full coordination with support offices, regional office and external stakeholders and donors

address common risks  
and hazards prevalent in  
country

- Ensure NO Technical Approaches and Technical Programmes integrate aspects of DM, especially DRR, appropriate for its context
- During emergencies, contribute to the development Implementation and monitoring of Response strategy/plan that addresses WV strategic goals to meet humanitarian needs
- Assuring standards of excellence in the management of human, financial, capital, and technical resources of the Portfolio.
- Ensure World Vision implements principled humanitarian action that adheres to internal and

	<p>international humanitarian standards.</p> <ul style="list-style-type: none"> <li>• Ensure ADPs or long term programs in high risk contexts** systematically mainstream DRR including clearly articulated Child Focused DRR components</li> <li>• Lead the Documentation and sharing of best practices in disaster management across the organisation to enhance learning.</li> </ul>	
30	<p><b>Preparedness &amp; Early Actions</b></p> <ul style="list-style-type: none"> <li>• Ensure timely information, early warning data is gathered, analyzed and reported to the HEA Manager on a monthly basis at a minimum.</li> <li>• Actively participate in development of Disaster Preparedness Plans (DPPs).</li> </ul>	<p>National Office is sufficiently equipped and ready to respond to emergency and saving lives of populations affected in case of Disaster</p>

	<ul style="list-style-type: none"> <li>• Regular collection of Early Warning information making sure they are utilized to adjust interventions and activities to ensure child wellbeing in changing contexts.</li> </ul>	
10	<p><b>Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Ensure the proper functional capacity of National Disaster Management Team (NDMTs) including identification and reporting,</li> <li>• Supporting the NO in capacity building for DRR in Burundi</li> </ul>	WV NO has a National Disaster Management Team equipped and ready for deployment in case of Disaster
10	<p><b>External Engagement and Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>• Ensure NO has mapped and proactively engages key humanitarian donors and coordination mechanisms, including government bodies,</li> </ul>	WV Burundi is represented in coordination meetings and other humanitarian fora where NO contributions are needed

	<p>coalitions and networks (e.g. Disaster Management Office, UNDAC, etc.</p> <ul style="list-style-type: none"> <li>• Be actively involved and/or ensure National Offices involvement in major consortiums/Working Groups/ groups directly involved with humanitarian response as needed and as appropriate.</li> </ul>	
10	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Support the Department in development of sector reports (MMR, Semi-Annual, Annual Reports) and CWB Annual Report</li> </ul>	<p>Reports and updates on emergency response and new important events are regularly produced and shared</p>
10	<p><b>Expansion to Fragile context</b></p> <ul style="list-style-type: none"> <li>• Work with design team to mobilize resources for fragile context</li> <li>• Document and share</li> </ul>	<p>Active contribution of HEA Department in project design</p>

	learning from the work for fragile context	
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## 1. CORE COMPETENCIES FOR STAFF

### **Be Safe and Resilient**

I take care of my personal well-being and support others to do the same.

### **Build Relationships**

I treat others with empathy and respect so that trust grows, and we can speak the truth with love

### **Learn and Develop**

I create opportunities for myself and others to grow, strengthen competence and improve performance.

### **Partner and Collaborate**

I engage and influence networks of people beyond my role to make a bigger difference than we could alone.

### **Deliver Results**

I focus on and help achieve the things that matter most, with clear evidence of my contribution.

### **Be Accountable**

I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.

### **Improve and Innovate**

I seek and discover new and better ways of doing things, solve problems and turn ideas into action.

## Embrace Change

I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same

### **1. KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor Degree in Social Sciences, Public Health, international development, sociology or a related field of study.
- Holding certificates for courses taken in Humanitarian and Emergency domain
- Requires at least 3 years work experience in Humanitarian program, Development programming, emergency response and hands on operations.
- Experience in dealing with Governmental donor and UN agencies is essential.
- Computer skills
- Must be conversant with internationally accepted humanitarian relief standards, Disaster management cycle and concept.
- The person must be results oriented, good at public relations and able to promote a team spirit. Very good English writing and oral communication skills are essential for this position.
- Working knowledge of humanitarian codes, standards, principals, and ability to mainstream leading cross-cutting themes.
- Empirical knowledge of emergency response DM&E processes.

- Proven track record for multi-sector program design and implementation in large and complex emergencies.
- Ability to facilitate appropriate information flow and coordination amongst a complex range of internal and external stakeholders.
- Must have a clear understanding of major donors' perspectives, requirements and standards and the ability to represent WV to major donors and other external stakeholders in a highly professional manner

#### **1. Work Environment:**

- Field: 20%
- Office and external engagement: 80%

#### **1. How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **November**



**04, 2021.**No late applications will be accepted.

## **2. Important Note:**

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.