



## Role profile

Basic information	
Job title	Emergency Programme Officer- Livelihoods
Department	International
Location	Philippines/AME
Reports to ( <i>Job Title</i> )	Senior Emergency Programme Officer
Matrix manager if applicable ( <i>Job Title</i> )	
Direct reports (Number or Not applicable)	Not applicable
Overall people management responsibility (Number or Not applicable)	Not applicable
Matrix management responsibility (Number or Not applicable)	Not applicable
Budgetary responsibility (Amount or Not applicable)	Not applicable
Child protection clearance required (If applicable, Standard/Enhanced)	Not required
Expected travel per annum	Over 75 days
On call/unsocial hours	No

Role definition
<p><b>Role purpose</b> To support Christian Aid's response to the humanitarian crisis in the Philippines with particular focus on livelihoods recovery and rehabilitation following the devastation of Typhoon Haiyan in November 2013. To lead and or support partners in the analysis, design, monitoring and evaluation of livelihoods programmes/projects for the affected population.</p>
<p><b>Role context</b> The post-holder works within the International Department and is key to providing technical guidance and support to the humanitarian response to Typhoon Haiyan Emergency in the Philippines. The post-holder works as part of the Haiyan Response Country Team based in Tacloban (preferred) or Manila but with frequent travel to project locations to support the Emergency Project Officers and partner organisations.</p>
<p><b>Key outcomes</b></p> <ul style="list-style-type: none"> <li>All Haiyan response programmes and projects are informed by and are using robust livelihoods and resilience framework and tools, in line with CA's best practice requirements and international humanitarian standards</li> </ul>

- New programmes and projects are designed with components which respond to the livelihoods needs of Haiyan affected communities and contribute to their resilience.
- Opportunities for livelihoods scaling up and innovation including cash transfer programming are explored and contribute to more efficient and effective livelihoods programming
- CA and partners actively participate in and contribute to improved coordination and good practice of the Food Security and Agriculture Cluster (FSAC) and other relevant coordination and learning groups.
- Haiyan programme staff (CA and partners) have improved understanding and skills in market and livelihoods assessments, monitoring and evaluation.

## Role requirements

### Relationships

#### External

The post holder will be required to work closely with partner organisations through the Emergency Programme Officers. Expected to represent Christian Aid at external coordination / advocacy meetings related to livelihoods.

#### Internal

Works closely with and supported by colleagues in the Humanitarian Division (Philippines Emergency Programme Officer , REM, and Resilience Advisor). As part of the Haiyan country team, maintains strong links between partners' work and advocacy, communications and fundraising roles in the region and UK.

### Decision making

Proposes action CA should take in its response to the humanitarian crisis, in particular on matters pertaining to livelihoods. This may include developing the strategy, providing capacity building and day to day technical guidance and support to EPOs and partners, monitoring and suggesting adjustments/improvements to programmes/projects and contributing to internal and external programme reports and reviews.

### Analytical skills

Ability to collect and analyse data/information from research and other sources on livelihoods. Ability to analyse and map the different actors/players in the livelihoods sectors and engagement of CA's partners across the Haiyan Response. Ability to map and develop livelihoods partnerships, collaborations and networks.

### Developing self and others

Develop staff and partners understanding of livelihoods recovery and rehabilitation. Expected to work closely with both in country teams and London colleagues, adapting to changing priorities but also contributing to an organizational culture of collaboration, accountability, clear communications and compliance.

## Person specification

## Applied skills/knowledge and expertise

### Essential

- Degree or equivalent in relevant technical discipline.
- Experience of design, implementation and or monitoring and evaluating food security and livelihoods programmes in emergencies
- Experience in market analysis and use of results to inform strategy and activities design; thorough understanding of cash transfer modalities and mechanisms
- Experience of supporting emergency project/programmes which work with and through local partners.
- Understanding of gender and power dynamics and commitment to addressing inequalities in the workplace and in the programme.
- Awareness of Sphere and Red Cross Code of Conduct, and HAP
- Excellent written and spoken English and report writing skills.

### Desirable:

- Knowledge of the political, social and economic context of the country and the humanitarian and development issues and challenges it faces.
- Relevant post graduate degree in humanitarian discipline
- Knowledge of the role of churches and ecumenical organizations in relief and development.

## IT competency required

Intermediate

## Competency profile

### LEVEL 2: You are expected to be able to:

#### Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views, even if you initially disagree with them.
- Maintain relationships with individuals and networks, based on mutual understanding and respect.

#### Communicate effectively

- Make complex things simple for the benefit of others.
- Actively listen and question to check your understanding and draw out others when they are not expressing themselves clearly or seem to be holding back.
- Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behaviour, adapting your approach accordingly.
- Address difficult issues when they arise, being honest and open.

#### Steward resources

- Implement ways to reduce inefficiency in use of resources or pass the ideas on to someone who can make them happen.
- Estimate the resources needed to achieve your own work plans or objectives and deliver them in the most efficient and cost effective way.
- Set and communicate realistic timelines for achieving tasks, working out how best to adapt if priorities change or unforeseen circumstances arise.

#### Deliver results

- Prioritise, plan and monitor your work to meet your own and team deliverables to agreed

standards.

- Acknowledge others' priorities whilst being prepared to say 'no' if there are genuine reasons why their needs cannot be met.
- Use logical processes and relevant tools and techniques to report on information or analyse options.
- Make timely and considered recommendations or decisions based on analysis of available data, information and evidence.

**Realise potential**

- Evaluate your own work and actively address gaps in knowledge and skills, without prompting.
- Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others.
- Share your knowledge where it will help others to be more effective.
- Provide instruction, constructive feedback and guidance to others to help them learn.

**Strive for improvement**

- Constructively challenge existing practice.
- Seek better ways of doing things, taking into account the possible implications.
- Make positive suggestions on a way forward when faced with challenges, even if these fall outside the scope of your own work.
- Look inside and outside Christian Aid for new ideas and evaluate their potential for your own work.

**DATE CREATED** (dd/MM/yyyy)

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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.