



JOB DESCRIPTION

EMERGENCY TEAM LEADER, CARE CAMEROON

3 months: October - December 2015

Purpose

The Emergency Team Leader is responsible for the quality and effectiveness of CARE Cameroon's emergency response. He/she is the leader of the Emergency Programme Team, responsible and accountable for developing, coordinating and managing all the 2 current emergency programs: the first and largest one in the East (CAR refugees); the second one in the Far North (Nigeria crisis).

He/she will be based in Yaounde, with regular travels to the East (by road) and the Far North (Maroua by air).

Responsibilities and Tasks

1. Security and Safety

- Ensure that the Security and Safety plan is being implemented, with a special attention to the Far North base in Maroua.
- Maintain daily contacts and get daily updates from the Far North. Maintain contact with UNDSS in Yaounde.
- Ensure all CARE emergency staff has received online CARE S&S training and submit certificate.

2. Assessment, Programme Design and Planning

- Assist and advise the Country Director and Assistant Country Directors with securing donor funding for emergency projects.
- Ensure that CARE International Members (through the Country Director and Assistant Country Director) are aware of humanitarian developments and CARE's response to them.
- Oversee project design and proposal preparations for institutional and public funding, ensuring the CO Emergency Strategy is integrated.
- In association with the Assistant Country Director, make sure the Emergency Program Coordinators ensure emergency assessments are executed as required and from them an integrated emergency response, implementation and exit strategies are developed.

3. Emergency Project Management and Implementation

- Provide supervision of the 2 CARE Cameroon emergency programs: one for the CAR refugees crisis in the East/Adamaoua (Batouri/Meiganga: 1.2 million Euros, funding from UNHCR; 377.600 £, funding from ACF/Start Fund DFID), and the other one in the Far North (CARE funds; 50,000 Euros).
- Ensure adequate monitoring, reporting and acquittal of emergency response activities in accordance with CARE International's humanitarian accountability framework, relevant SPHERE standards, and essential environmental mitigation measures.
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner – with particular focus on integration between Emergency Response Program and Development Program and resilience.
- Ensure Emergency Program Team understand and carry out their duties in accordance with humanitarian principles, core values, the Code of Conduct and SPHERE. Train emergency staff (Program and Program Support) accordingly.

4. General Management and Leadership

- Establish and maintain constructive working relationships with other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders.
- Represent CARE Cameroon in the humanitarian coordination meetings in Yaounde.
- Create the conditions to ensure effective teamwork and morale.
- Ensure the Country Director, Assistant Country Director, Emergency Team Leaders (Bertoua and Maroua) and relevant CARE Members are kept informed about assessment progress, emergency response implementation and strategies, project plans, progress reports, and other significant developments.

- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, colour, sex or creed.

Key Internal Contacts

Country Director, Assistant Country Director Program Quality and ACD Program Support.

Emergency Coordinators in Bertoua and Maroua.

Key External Contacts

Other NGO's, UN agencies, UNDSS, host government, bilateral and multilateral donors, and other principle stakeholders including the military (BIR).

Reporting Lines

The Emergency Team Leader reports to the Country Director.

Education and certification:

Bachelor Degree – BA/S or equivalent in social science, management, international development, humanitarian studies, or other relevant field.

Master's degree is a plus

Technical Competencies

- Minimum of 5 years humanitarian aid experience in complex and natural disasters
- High level of all aspects of managerial experience, including managing multi-million dollar budgets
- Experience in complex decision making and leading a multi-disciplinary, multi national team under difficult circumstances
- The highest level of expertise in representation and negotiation with governments and donors
- Strong understanding of the humanitarian emergency operating context, including Sphere, the humanitarian system, donors, security, civil military liaison and program management
- Excellent knowledge of various types of donors (institutional, foundations, private individuals, etc.)
- Excellent reporting skills and experience drafting reports and proposals
- Good communication, networking and presentation skills and ability to represent the organization with relevant stakeholders
- Ability and experience working independently and seeking support when needed
- Experience in working in high unsecured areas
- Previous experience with CARE preferred.

Language

French and English (compulsory)

Conditions of employment

Starting date: October 2015

Duration of contract: 3 months (renewable)

Please, send you application: to recrutement.programmes@gmail.com before **September, 30th of September**: Letter of Motivation + CV

Due to a large number of applications, only the candidates selected will be contacted. If you do not get an answer from CARE within 15 days after your application, please consider your application is not successful.