

Scope of Work:

The Emergency Team Leader is **responsible for the quality and effectiveness of CARE's emergency response in the in West Cameroon (North-West and South-West region). He is the leader of the emergency team and the guarantor of the good functioning of these emergency projects within CARE in Cameroon. As such, he is part of the Senior Management Team (SMT) and works closely with the members of this team for the definition of the emergency response strategy and ensures its implementation and monitoring once validated. within the general framework of the Long Term Strategic Plan.**

It monitors and ensures that projects are carried out in line with CARE's values and in compliance with internal and contractual procedures.

General description of service:

The key activities are expected over the course of an approximately 3 months starting at the **end of November 2018** (TBC).

SPECIFIC OBJECTIVES:

Safety and security

- Support the SS expert on the security set up and design of security protocols
- Ensure that everyone, including partners understand and respect security rules and procedures;
- Propose to the SMT team (Senior Management Team) an analysis of the security situation;
- In liaison with the SMT team, geo-politico-security briefings for all new arriving at the mission and that each member of the team participates in CARE safety and security training online;
- Assure in connection with the SS expert, SMT, ACDP and ACDS of the elaboration and the update regular safety-related Standard Operating Procedures (SOPs);

Evaluation and project planning

- Monitor and analyze the humanitarian, political, cultural, social and economic context;
- Seek accessible emergency funding from institutional and private donors if needed
- **Ensure effective local partnership in the development of new activities including training on DO NO HARM and humanitarian principles**
- **Supervise with the opening of sub office opening**
- Ensure that CARE International members are informed of the development of the humanitarian response in Cameroon;
- Oversee the development of project proposals in accordance with the emergency response strategy and the Long-Term Strategic Plan of the Country Office;
- **Review the preliminary assessment done on September 2018 with the SS expert**
- Support partners with the financial, human and logistical dimensioning of programs to be implemented as part of the humanitarian response
- Validate the quality criteria and program outcome indicators proposed by the emergency team
- Propose new operational guidelines according to changing contexts, including the devolution of emergency interventions to regular country office development programs;

Management and implementation of projects

- Supervise emergency projects developed in the regions of SW and NW

- Ensure the monitoring and evaluation of emergency projects in accordance with CARE's humanitarian accountability framework, international standards (SPHERE, environmental mitigation measures, etc.) and donor criteria
- Ensure that all emergency projects are coordinated and integrated with CARE's development projects in Cameroon if possible
- Work in close coordination with CARE Cameroon's Director of Programs to ensure a perfect synergy between the Emergency Program and other CARE Cameroon programs
- Ensure that the emergency team understands and implements activities in accordance with the humanitarian principles and the Red Cross Code of Conduct;
- As needed and related to the SMT, provide support and training of the emergency team;
- Ensure the start-up and closure of emergency projects on time and in compliance with contractual commitments
- Follow the Yaoundé level of emergency team support needs
- Train the emergency team on donor rules, project development and monitoring

Team Management

- Create a pleasant framework for effective teamwork.
- Identify and define technical positions open to national and international application
- Ensure job profiles are up-to-date and related to employment contracts
- Welcome and brief any expatriate newcomer working on the programs and ensure that any new non-expatriate newcomer receives a briefing
- Support the organization of methodological and technical training related to the identified operational needs and training needs
- Facilitate workshops, coordination meetings and / or technical exchange workshops
- Develop teams' abilities on techniques or new methodologies
- Develop individual action plans and evaluate the performance of the people for whom they are responsible
- Ensures staff respect, CARE core values and CARE's management rules and procedures and those funders who support emergency program initiatives

Communication / reporting / representation

- Ensure that SMT, CARE France and the emergency team are kept informed of progress and progress of project and strategy evaluations;
- Coordinate / supervise the internal reports of the activities and ensure their internal sharing (including the Sitreps of the CEG)
- Supervise the drafting of annexes for reports and / or amendments
- Ensure timeliness and formats for reporting external and internal reports (including internal sitreps)
- Participate in SMT coordination meetings in Yaounde (and other areas if relevant)
- Organize regular bilateral meetings with the DNA-P
- In collaboration with the Country Director, establish and maintain a network of communication and good relations with government / local authorities, donor representatives, UN agencies and other international agencies
- Represent CARE in Cameroon at the Yaoundé humanitarian coordination meetings and share information with relevant team members.
- Ensure representation of CARE in meetings or forums related to emergency programs, and other meetings at the request / delegation of the Country Director
- Return any information on the security context or any event that has a potential impact on CARE's operations and team safety

Key Internal Contacts

Country Director, Assistant Country Director-Support, Emergency Manager and Operation Manager for CARE France.

Key External Contacts

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

Reporting Lines

The Team Leader reports to the Country Director / Assistant Country Director.

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct, **GBV expertise required**. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- **3 – 5 years humanitarian aid experience.**
- Multiple language skills desirable.
- Knowledge of the targeted area desirable.

Required 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.
- **Experience in managing GBV activities and in providing GBV support in terms of training (case management, GBV types, psychosocial support) and monitoring.**
- 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, DO No HARM, civil military liaison and program management.**
- **Language skills: English (native).**