

TERMS OF REFERENCE – TEAM LEADER CAMEROON

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/she 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/she 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 for at least 3 months starting in July 2019 (TBC).

Specific objectives:

1- 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);

2- Evaluation and project planning

- Monitor and analyse the humanitarian, political, cultural, social and economic context and produce updates;
- Mapping of existing actors and interventions
- Follow up of local partnership agreement
- Conduct Local partners appraisal and support capacity building development plans
- Localization aid definition and guidelines in the SW CARE relief assistance model
- Seek accessible emergency funding from institutional and private donors if needed
- Development of project proposals in accordance with the emergency response strategy and the Long-Term Strategic Plan of the Country Office;
- Ensure effective local partnership in the development of new activities including training on DO NO HARM and humanitarian principles
- Ensure that CARE International members are informed of the development of the humanitarian response in Cameroon;

3- Management and implementation of projects

- To develop and promote a program approach followed by donor engagements and based on evidences and beneficiary witnesses
- Supervise emergency projects developed in the regions of SW and NW
- Supervise with local partners the GBV/SRMH activities supported through CARE initiatives
- Develop the CCAM emergency program approach in the SW region related to the sectors of intervention already identified (GBV/SRMH) and dimensioned to the funding target (700KE those coming 9 months)
- Develop material for fund raising (sitrep / concepts / lobbying papers and talking points /...)

- Develop and implement in a participative manner the capacity building plan for local NGO implementing relief assistance
- Ensure that the staff of partners NGO, understands and implements activities in accordance with the humanitarian principles and the Red Cross Code of Conduct;
- To ensure integration of the program to the global CO program strategy (mutualisation, consortia development, CO support functions connected, CO pipe integrated, coherence with the long-term country presence model...)
- 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 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

4- Team Management

- Propose organisational structure of emergency team in accordance with available funding
- Identify and define technical positions open to national and international application
- Prepare job description of key technical positions
- Ensure job profiles are up-to-date and related to employment contracts
- Create a pleasant framework for effective teamwork.
- 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

5- 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 Yaoundé (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. 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).



HOW TO APPLY

Please send your resume and cover letter in English or French to dnpsrecrutement@carefrance.org with the reference << Team Leader CIC >> in the object of your email.

Deadline for submission: 12/06/2019

CARE encourages diversity in its recruitments.

Due to the large number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 4 weeks following your application, please consider your application as not selected.

We would also like to inform you that: in view of the regulation about data protection, in the event of an unsuccessful application, we will not keep your application file or any personal information about you. Everything will be destroyed. CARE France applies zero tolerance to the exploitation, sexual abuse and mistreatment of women and children and mobilizes all its employees in the implementation of its global policy.