



## Urgent JOB OFFER

DEPUTY TEAM LEADER ROMANIA

SHORT TERM CONTRACT 12 MONTHS – WORKPLACE: BUCAREST

DATE LIMITE DE CANDIDATURE : 15 MAI 2022

### Context

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Founded in 1945, CARE is one of the world's largest non-political humanitarian networks. Our mission is to fight against extreme poverty. CARE implements emergency and development projects in mutually complementary areas: education, food security, health, drinking water, development of income-generating activities by involving communities and collaborating with local partners. CARE defends women's rights and supports their autonomy. In 2020, CARE France intervened in around thirty countries and is responsible for the management of the offices in Lebanon, Cameroon and Madagascar. The annual volume of resources is €38.4 million. The team present in Paris brings together around sixty people. To find out more about CARE: [www.carefrance.org](http://www.carefrance.org)

### Scope of work

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The Deputy Team Leader will support the CARE Team leader who will lead and manage the emergency team and will be the interface between the Emergency Team and SERA/CARE France. The Deputy Team Leader will contribute to the quality and effectiveness of CARE's emergency response within his/her designated area of responsibility, especially regarding partnership, information management, grant management.

### Mission

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#### Responsibilities

##### Assessment, Program Design and Planning

- In association with the CARE Team leader, ensure emergency assessments are executed and from them an integrated emergency response, implementation and exit strategies are developed.
- Ensure that CARE International Members are provided with regular sitreps and are aware of humanitarian developments and CARE's response to them.
- Support the development of all project implementation plans and budgets within the framework of the agreed emergency response programme and strategy.
- Assist and advise the CARE Team Leader with securing donor funding for emergency projects.
- Oversee project design and proposal preparations for institutional and public funding.
- Support the consolidation of the partnership model for scaling up the interventions

##### Emergency Project Management and Implementation

- Maintain ongoing surveillance of the developing humanitarian emergency situation and adjust activities accordingly.
- In collaboration with the partners, 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.
- Support the capacity building plan towards the partners
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner.

- Ensure all personnel understand and carry out their duties in accordance with humanitarian principles, core values, the Code of Conduct and SPHERE.

#### **General Management and Leadership**

- Ensure all staff are fully briefed on all aspects of security, social and cultural norms and local conditions and behavior.
- Establish and maintain constructive working relationships with other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders including the military where present and if necessary.
- Recommend changes to the emergency team composition and functioning with SERA Romania Office and partners to maximize emergency program quality and effectiveness.
- Create the conditions to ensure effective teamwork and morale.
- Conduct performance appraisals of emergency staff if and as required, ensure regular feedback and mentoring on individual performance.
- Ensure the Country Director, Line Management, and CARE Members are kept informed about assessment progress, emergency response implementation and strategies, project plans, progress reports, and other significant developments.
- All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE's zero tolerance policy for sexual exploitation and abuse of children.
- Responsible for creating a culture of reporting any suspicions of sexual exploitation and abuse. The staff member is responsible for preventing and responding to sexual exploitation and abuse, including the review of PSEA/CP reporting mechanisms in accordance with Care's Code of Conduct and internal/ external policies.
- The staff member must monitor the development and implementation of PSEA/Child Protection reporting mechanisms in the emergency plans, reinforcing CARE's zero tolerance approach to PSEA and Child exploitation and abuse.

#### **Human Resources**

- Ensure that human resources implications for Romania response are fully assessed, identified, described and communicated.
- Monitor ongoing human resources issues of Romania response and make recommendations accordingly.
- Ensure deployed staff members receive thorough briefings and information.
- In liaison with the DCD-PS/HR staff make sure staff have suitable rest, relaxation and that well being is addressed

#### **Public Relations/ Media**

- Support SERA/CARE to ensure positive coverage and the timely provision of situation reports and fundraising material to National Member Headquarters and the CARE International Secretariat.
- Ensure all information, publicity and fundraising material recognizes and respects the dignity of disaster victims.

#### **Safety and Security**

- Liaise with the Security Manager to ensure compliance with CARE International Security Guidelines and their effective application in the local context.

**Key Internal Contacts**

SERA Romania Country Director, CARE Team Leader and CARE France Coordinator Ukraine Response

**Key External Contacts**

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

**Reporting Lines**

She/he reports to the CARE Team leader

**Profile of candidate**

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**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.
- Relevant language skills for the country of deployment.

**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.
- 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.

## Conditions and how to apply

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**Contract** : 12 months contract

**Starting date** : ASAP

**Salary** : 4 094,20 € gross monthly + Lunch vouchers, transportation and health insurance paid 100% by employer.

**Work place** : Bucharest

### How to apply ?

Please send your CV – motivation letter in English: [recrutementukraine@carefrance.org](mailto:recrutementukraine@carefrance.org)

Reference : **DEPUTY TL RO**

Limited date to candidate :**15 /05/2022**

**In view of the urgency, we reserve the right to close the offer before the end of the application deadline.**

CARE encourages diversity in its recruitments. With equal skills, CARE considers applications from women and men equally.

Due to the large number of applications, we are unable to respond individually to each applicant. Only those selected will be contacted directly. If you have not received a response from us within 4 weeks of sending your application, please consider your application as unsuccessful.

We would also like to point out that: given the GDPR (General Data Protection Regulation), in the event of an unsuccessful application, we will not keep your application file or any personal information about you. All records 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.

CARE France will contact the previous employers of the selected candidates to determine if they have been found guilty of breaches of codes of conduct relating to harassment, sexual exploitation or abuse or fraud, or if an investigation was ongoing. at the time of the termination of the previous employment contract, on facts of this type. The transmission of an application for this position entails the acceptance of this system for collecting information from previous employers.