



Urgent JOB OFFER

TEAM LEADER ROMANIA/MOLDOVA

SHORT TERM CONTRACT 12 MONTHS – WORKPLACE: BUCAREST

DATE LIMITE DE CANDIDATURE : 15 MAI 2022

Context

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

Scope of work

The Emergency Team Leader is responsible for the quality and effectiveness of CARE's emergency response in Romania/Moldavia. He/she is the leader of the CARE emergency team. It monitors and ensures that activities are carried out by the local partners in line with CARE's values and in compliance with internal and contractual procedures.

Mission

The Team Leader will manage a CARE Team for the emergency response (at least 2 deputy Team leaders, Communication manager, Security manager, Finance Manager, M&E manager, Program support manager).

Purpose: Consolidate and develop CARE humanitarian response in compliance with the humanitarian imperative, CARE's strategic priorities, deployable capacity and potential to add value in responding to this humanitarian crisis;

Objectives:

- a. to support the humanitarian response implemented by the partners, given the strategy , master budget etc.....and other programming orientations
- b. to monitor humanitarian needs and capacity of humanitarian actors on the ground and analyze the humanitarian service gaps, including scope and type of required interventions
- c. to determine limits to operational considerations and appropriate measures for a effective set up for CARE response
- d. to consolidate options and relevant recommendations for a strategic humanitarian response by CARE;
- e. to update the program strategy

- f. To consolidate the partnership model to ensure the compliance with the donor requirements and CARE standards
- g. To monitor the capacity building plan towards the partners

Safety and security

- Liaise with the Security Manager (whether in-country or not) to ensure compliance with CARE International Security Guidelines and their effective application in the local context.

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 future activities
- Ensure that CARE International members are informed of the development of the humanitarian response in Romania and Moldova ;
- Oversee the development of emergency response strategy for CARE;
- Support partners with the financial, human and logistical dimensioning of programs to be implemented as part of an initial humanitarian response
- Validate the quality criteria and program outcome indicators proposed by the emergency team

Management and implementation of projects

- 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 the partners understand and implement activities in accordance with the humanitarian principles and the Red Cross Code of Conduct;
- Ensure the start-up and closure of emergency projects on time and in compliance with contractual commitments
- Train the partners 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 SERA, CARE France, CEG 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 internal coordination meetings
- Represent CARE in 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 SERA, Support team SERA, Program/Operation Teams for CARE France and CEG

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

The Team Leader reports to the CARE France- Coordinator for Ukraine response

Profil of candidate

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: 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.

Required Technical Competencies

- Minimum of 5 years humanitarian aid experience in complex and natural disasters. Experience in the geographic region is a plus
- High level of all aspects of managerial experience, including managing multi-million dollar budgets if possible implemented through local partners
- 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, DO No HARM, civil military liaison and program management. Experience in CARE policies and procedures desirable.
- Language skills: English proficiency. Romanian desirable.

Conditions and how to apply

Contract : 12 months contract

Starting date : ASAP

Salary : 4 792,08 € 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

Reference : **TL RO MO**

Limited date to candidate :**13 /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.