



GVC onlus
Via Francesco Baracca, 3
40133 BOLOGNA (IT)

t. +39 051 585604
f. +39 051 582225
C. F. 80079710374

VACANCY: EMERGENCY COORDINATOR - SYRIA

Location: Damascus, Aleppo - Syria

Job Title: Emergency Coordinator

Type of contract: 12 months with possibility of extension

Starting date: ASAP

Monthly Gross Salary Range: 3,500 – 4,000 EUR

Application deadline: 15th of January 2018

Application procedures:

Send your CV to job.openings@gvc-italia.org with reference "S3", only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

GVC is an Italian NGO, founded in 1971, active in international development aid projects. Last year GVC implemented 84 projects in 24 countries: from Africa to Latin America, from Asia to Middle East, through Europe, involving people, civil society organisations, local authorities and governments, to ensure access to water, food, health, education and work for thousands of people.

With its almost 700 staff members and 250 partners, in the last 12 months GVC reached 1,4 million people through projects funded by the EU (DEVCO, EACEA, ECHO, NEAR), United Nations (OCHA, UNHCR, UNDP, UNICEF, WFP), AICS – Italian Cooperation and other private and public donors.

Job Description

GVC- Civil Volunteer Group, has been working in Syria since 2011 and is currently active in Aleppo, Deir Ez Zour and Ar Raqqa carrying emergency projects in WASH and Education sectors funded by Italian Embassy, UNICEF and UN – OCHA for a total portfolio equal to over 1,5M Euro. GVC has offices in Aleppo and Damascus and a country staff of 10 (local and expatriate) members supported by a roster of international technical experts periodically deployed.

Within this framework, GVC recruits an Emergency Coordinator with strong experience in promoting and managing emergency programmes and disaster/development linkages with specific experience in remote management capacities and tools.

The work will be carried out in direct coordination with GVC's Regional Coordinator, Head of Mission, Finance and Logistics Departments and will involve direct line management of local staff. The Emergency Coordinator will be under the direct line management of GVC's Head of Mission.

Main tasks and Responsibilities

The Emergency Coordinator has overall supervision over safety and security, operations, programmes and support services. The Emergency Coordinator is responsible for the quality and effectiveness of GVC's emergency response. He/she is responsible and accountable for developing, coordinating and managing all emergency activities. The main purpose of the assignment is to consolidate presence in Syria ensuring smooth implementation of current activities, conduct assessments and secure funding period of assignment. The Emergency Coordinator will also liaise with relevant humanitarian stakeholders in Syria and Lebanon.

Programme Development: (30%)

- In collaboration with Head of Mission, Regional Coordinator and HQ, develop and implement an appropriate and effective strategy related to the Emergency Sector, setting clear objectives and indicators;
- Develop new proposals, aligned to the GVC Country Strategy, in collaboration with Head of Mission, Regional Coordinator and HQ, involving a multisector approach, expanding the intervention of GVC in new sectors accordingly;
- Provide strategic and technical guidance on key components of GVC's emergency work to foster good practice and ensure that humanitarian minimum standards are met in all sectors.

Project Management: (30%)

- Monitor and support planning of project activities, ensuring effective delivery in line with donor requirements and according to GVC's quality standard;
- Manage financial and human resources related to the projects upholding efficiency, effectiveness and quality implementation;
- Administration and logistic supervision;
- General coordination of the expatriate and local staff. Supervising performances of the project international and national team/consultants. Supporting the capacity-building of the local staff through training on the job;
- Prepare internal and external reports to ensure effective information flows and external reporting deadlines are met;
- Ensure timely information on progress and results is available by compiling, organizing, analysing, monitoring, and preparing data for situation reports, fact sheets, donor reports, briefing notes, and other reporting products;
- Undertake field visits to gather the information on results related to the emergency response activities to ensure that all data from the field is captured, documented and reported in a results-based and timely manner for donors and internal purposes.

Communication and coordination: (20%)

- Participate in Cluster/Groups coordination meetings and other emergency working groups or meetings as required, representing GVC to donors, national and local authorities, partners and other relevant stakeholders in the country and feeding back to the Head of Mission and GVC HQ on relevant issues;
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned project staff, GVC HQ sector coordinators as well as other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships;
- Support donor relations by contributing to the production of various communication products for donors;
- Maintaining and strengthening sound partner relationships with project beneficiaries and Local Authorities through continuous follow up, technical support and representation and ensuring their empowerment to identify and articulate their needs and priorities through participatory process.

Capacity Building and General: (10%)

- Identify learning and training opportunities for project staff and work as a mentor and role model for less experienced staff;
- Comply with GVC policies and practice with respect to code of conduct, safety, equal opportunities and other relevant policies and procedures;
- Perform other responsibilities as agreed with the line management.

Security management: (10%)

- In cooperation with GVC's Security Focal Point, ensure optimal security management procedures and practices are in place and continually monitor the security situation; adapting staff safety procedures accordingly and that appropriate and timely measures are put in place to reduce risks and threats to GVC staff, assets, operation and beneficiaries;
- Ensure security guidelines are updated and adhered to and that all new staff and visitors receive appropriate security briefings;
- Ensure that security incidents are duly reported on information is effectively collected and exchanged with staff and other organizations;
- Comply with all relevant GVC policies and procedures with respect to health and safety, equal opportunities and other relevant policies.

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reason of their level of skills and experience.

Professional experience:

- ▶ Minimum 6 years' of relevant working experience in related fields;
- ▶ Fluent in written and spoken English;
- ▶ Previous work experience with international NGOs;
- ▶ Knowledge of main donors' policies and procedures (UN Agencies, EU, Italian Cooperation);
- ▶ Extensive project development and proposal writing experience;
- ▶ Extensive experience in Project Cycle Management.

Education and skills:

- ▶ An advanced university degree or equivalent in the field of Social or Political Science, Development Studies, International relations, Project Management, Engineering;
- ▶ Strong interpersonal relationships and demonstrated ability to leverage business networks and partnerships for continued growth;
- ▶ Integrity in line with the NGO values and ethical standards;
- ▶ Cultural, gender, religion, and age sensitivity;
- ▶ Computer skills, in particular MS Office package;
- ▶ Good communication and leadership skills;
- ▶ Ability to perform under pressure and stress condition;
- ▶ Capacity to work autonomously and in problems prevention/resolution;
- ▶ Ability to think strategically;
- ▶ Ability to identify, initiate and maintain good relationships with partner organizations, donors and national authorities including building professional relationships with senior decision-makers and influencers / leaders;
- ▶ Proven organizational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues.

Will constitute a plus:

- ▶ Previous experience in Syria will be considered an asset;
- ▶ Knowledge of Arabic will be considered an asset.