



Ваш надійний помічник

Head of Emergency Response Programme

📍 Київ,

Рубрики: [Керівництво](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від п'яти років
Графік роботи:	повний робочий день

Опис вакансії

SOS Children's Villages International is the umbrella organisation for the global federation of SOS Children's Villages (SOS CV). As a non-governmental social development organisation we support children without parental care and families in difficult living conditions through services in care, education, health and emergency relief, and we advocate for the rights of children and young people, in alliance with a great diversity of partners. We work in 136 countries and territories, reaching over one million children, young people, families and caregivers each year.

Following the war in Ukraine and the immense humanitarian needs resulting from it, we are looking for an experienced and committed

Head of Emergency Response Programme (f/m)

Location: Ukraine

Type of contract: Employment Contract

Duration: until 31 December 2023, with possible extension depending on funding

Mission

The Head of Emergency Response Programme leads and coordinates the start-up, design and implementation of SOS CV emergency response to the war in Ukraine. He/she also ensures effective internal and external coordination as well as identification of programme priorities according to the humanitarian needs, SOS CV core commitments and in line with the organisation's policies as well as national and international regulations, standards and principles

Tasks and Responsibilities:

Emergency Response Management

- The incumbent leads needs and rapid assessment activities and conducts situation assessment
- Is responsible for the planning and design of the emergency response programme including development of programme plans, logframe, budgets, etc.
- Oversees the start-up and implementation of emergency response activities and closely monitors, evaluates, reports their development
- Provides technical support for field staff in planning and implementation of the programme through regular meetings and field visits (if feasible)
- Prepares updates, presentations, reports to participate in working meetings, conferences, Board meetings, etc. with relevant stakeholders to represent the Emergency Response Programme in Ukraine
- Keeps the team informed of the latest security information based on the recommendations given by the National Security Advisor
- Ensures that child safeguarding and child protection are streamlined in all operations and activities
- Ensures adherence to SOS CV policies and procedures as well as to international humanitarian standards and principles

Coordination and Reporting

- Ensures smooth and effective collaboration among all SOS CV actors and member associations involved in the emergency response in Ukraine and neighbouring countries.
- Actively participates and coordinates in relevant national and local emergency response clusters / coordination meetings with

(I)NGOs, UN agencies and government offices and ensures positive collaboration and working relationship with pertinent government offices

- Ensures regular reporting on programme activities and on the financial situation
- Prepares updates, presentations, reports to participate in working meetings, conferences, Board meetings etc. with relevant stakeholders to represent the emergency response programme in Ukraine

Human Resources

- Participates in staff recruitment and provides on-boarding for newly recruited staff
- Identifies capacity gaps in HR structures (positions, resources, capacity building, etc.)
- Holds regular reviews and performance appraisal with programme staff to assess performance and identifies areas for development
- In cooperation with HR team provides ideas regarding improvement of processes, strengthening of programme teams

Finances

- Participates in budget planning according to the needs in the field and planned activities
- Approves financial and procurement requests from the field staff as per SOS guidelines
- Participates in procurement procedures, makes the spot-checks to ensure fair, unbiased procurement
- Is responsible for regular budget follow-up, ensures that expenses are in line with the budget, explains the deviations between plans and actuals

Requirements:

- University degree in Economics, Social Sciences, Management or related fields
- Minimum 3-5 years of experience in leading and coordinating humanitarian aid and/or development work in multi-cluster INGOs
- Experience or education in one of the following fields is an asset: Child Protection in Emergencies, Cash and Voucher Assistance, Livelihood, Food Security, MHPSS
- Knowledge of Project Cycle Management including needs assessment, project design, development and implementation, M&E
- Ability to establish strong and effective working relationships with colleagues from different backgrounds and culture
- Willingness and readiness to work in unstable, volatile security environments, possibility to travel to field locations
- Strong leadership, team building and communication skills
- Excellent organisational and problem solving skills
- Ability to adapt to changing circumstances, work under pressure and cope with stress
- Good knowledge of the country in terms of its political, economic and social trends, and good understanding of the key development and humanitarian issues
- Proficiency in English and Ukrainian. Russian would be an asset
- Good proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook) and online video conferencing tools (MS Teams, Zoom etc.)
- Sharing the values, aims and objectives of organisation, and commitment to humanitarian principles and international humanitarian standards

We offer:

- A diverse and international working environment
- As a responsible employer we provide a range of training opportunities and encourage educational enhancement
- A salary that will be commensurate with experience and qualification
- Health insurance after probation period
- Psychological support and supervisions
- Semi-remote type of work
- Possibility for rent compensation for employee relocated to Kyiv

If you are interested in this position, please send your CV (not exceeding 2 pages) along with a motivation letter in English to Lesia.iegorova@sos-ukraine.org

The position is open until filled. Candidates are interviewed on an on-rolling basis.

Please note that only shortlisted candidates will be contacted for the next stage of the process.

Контактна інформація

Контактна
особа: АннаШкумат