



Senior Global Humanitarian Program Manager

Job Description

Job Title:	Senior Global Humanitarian Program Manager
Level and Grade:	Senior Manager Grade 80
Job Type:	Full-Time
Reporting Manager:	Chief Humanitarian Officer
Department:	Humanitarian Assistance (HA)
Office:	Baltimore or DC or Remote
Date:	July 21, 2022

About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary: The Senior Global Humanitarian Program Manager (SGHPM) is a key member Corus's Humanitarian Action Team and is responsible for the program quality and technical aspects of Corus's humanitarian assistance (HA) strategy implementation, country-based engagement and operations. The SGHPM plays key role in supporting Corus's vision by directly contributing to enhancing the agency's ability to effectively and efficiently respond to emergencies providing quality technical input, capacity building, training and accompaniment of projects as well as the overall HA portfolio. By doing so, the SGHPM is enabling the agency to broaden its reach to some of the most vulnerable communities affected by disasters around the world and works as part of the global HA team to extend Corus's humanitarian programming capabilities.

Key Result Areas:

1. HA Operations – Program Quality and Technical Assistance
2. Emergency Preparedness and M&E Support
3. Surge Support, particularly for Assessments and Emergency Kick-off
4. Strategic Input

The success of this role is measured by the following KRAs:

- Manage strengthened organizational programming quality in emergencies
- Manage improved quality of the concept notes and proposal submissions, especially with proper M&E and standards inclusion
- Manage quality assessments and data collection and provide critical support in translating this into relevant program strategies

Roles and Responsibilities:

1. Support enhancement of the global humanitarian programming quality standards across Corus operations and particularly in select priority countries (35%)

- Lead the planning and coordination process through a consultative approach with country, region and HQ teams in design and development of context specific technical briefs in thematic areas- Food Security, Shelter, Livelihoods with appropriate modalities of NFIs and Cash Transfers.
- Regardless of deployment, participate in emergency coordination calls and be prepared to provide technical input on the discussions, design of emergency programs and in executing a quality emergency response process.
- Lead as key member of the HA team to support country and region in post disaster market assessment, Cash for Work program design, other CTP programs, project implementation plans, Livelihood project plans in line with MERS, etc.
- Lead World of Good Proposal reviews, feedback and annual impact report preparation.
- Closely cooperate with the QUIL team, and particularly the technical sector leads; keep abreast of the country specific longer-term plans, nexus programming innovative options and pilots.
- Act as a deployable team member and provide emergency start-up/ scale up support to countries / regions in question by managing deployment needs, on the ground implementation, supporting the country offices in programmatic and administrative functions such as assessments, reporting, procurement, etc.
- Surge Capacity: provide on the ground leadership and capacity building to the local teams on essential emergency response standards, expectations, guiding principles.

2. Capacity Building and Development of Tools, Templates and Technical Guidance (25%)

- Lead the development of systems and tools for emergency preparedness and response, such as needs assessment, partner capacity assessment and program quality systems.
- Provide technical support and guidance to the country-based emergency preparedness plan development, country team scenario planning and partner inclusion in such conversations.
- Execute high quality, after action reviews and readiness assessment if the project moves towards recovery phase. Outcome would be countries with better understanding to take decisions on what went well, integrating the learning into next phase and developing management response plan for responding to evaluation suggestions.
- Provide direct advice and technical support to projects as needed, such as during the start-up phase, during implementation, or for mid-term or final evaluations either by emergency monitoring visits, review meetings or Q&A audit.
- Monitor the content needs and maintain the Standardized Tools in Emergency Response (STEPs) sharepoint for all organization-wide HA programmatic and operational needs (content validation, keep up with the newest versions of international standards and tools, etc).
- Serve as lead trainer on critical humanitarian assistance approaches, do's and don'ts and program roll-out.

3. Business Development (15%)

- Working closely with the local partners, the GHPM will provide direct technical support and advice on project proposals, such as basics of emergency response and use of international humanitarian standards and terminologies.
- Lead technical aspects (as relevant) of the concept notes and proposal development for humanitarian projects and any other humanitarian-development concepts submitted via BD processes.
- Contribute to the overall BD conversations, planning and positioning, particularly in the countries of priority focus.
- Surge Capacity: travel to the country and support scoping mission(s), on the ground preparation and positioning.

4. Strategic Input (10%)

- Provide significant input into the development, execution and refinement of the Corus International humanitarian strategy.
- Contribute to the analysis on humanitarian issues, including country and regional level situational analysis and donor trends.
- Under the direction of the CHO and in collaboration with the Senior Director, HA ops, serve as a Corus representative in various humanitarian fora.

5. Humanitarian Knowledge Management and Learning (25%)

- Lead Monitoring and Evaluation (M&E) aspects of concept note and proposal development and submission (linked to the Business Development functions, above).
- Closely work with the QUIL team, particularly Knowledge Management Advisor on compiling and contributing to the Corus-wide KML strategy and approaches.
- Lead development of the M&E specific annexes and documents, as requested by the donors.
- Contribute to the impact reporting of the Material Resources program.

Supervisory:

1. GHPM will report to the Chief Humanitarian Officer
2. GHPM will not have any supervisory responsibilities.

Education & Experience:

Requirements which may include minimum and preferred educational and job-related experience, computer proficiencies, required certifications, language requirements (speaking, reading, and writing) etc.

1. Bachelor's degree in social studies, humanitarian studies, public administration or related degree
2. Demonstrated (at least 7 years) of professional experience in program quality management, functional and practical M&E, tools development and capacity building.
3. Demonstrated (at least 5 years) experience in field level project management
4. Demonstrated (at least 3 years) experience in program budget preparation and management
5. Demonstrated understanding and knowledge of the humanitarian operations, architecture and coordination mechanisms
6. Demonstrated experience of field humanitarian operations

Qualifications:

1. Program Quality Systems development and Management
2. Budget development management skills
3. Project cycle management skills
4. M&E indicator and tracking tables – development, functional data collection and analysis
5. Critical thinking and problem-solving skills
6. Ability to effectively deal with ambiguity
7. Strong oral and written communication skills
8. Teamwork and collaboration – demonstrated ability to work in a matrixed approach

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases. **The employee will be required to deploy at a short notice (given the nature of the humanitarian crises) and should be available and comfortable travelling to fragile, austere and conflict zones.**
- The employee shall maintain all relevant and required vaccination up to date and ensure proper clearance as required by the destination before, during and after the deployment (as needed).
- HEAT training will be required as part of the minimum deployment standards, especially for Level 4 State Department defined countries and as further required by Corus.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

<i>Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.</i>
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