



ISLAMIC RELIEF KENYA

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Tel: 0727531220
Website: www.islamic-relief.com

Position	Emergency Response Coordinator
Job Type	Full time
Reporting To:	Program Manager
Qualification/ Experience	A minimum of Degree in Disaster Risk Management, Development Studies, Rural Development, and related social science field of studies. A Minimum of 6 years proven experience of managing or coordinating emergency response programs within INGO settings in Kenya.
Location	Nairobi 80%; 20% Field visit to Garissa, Kajiado, Kilifi, Mandera, Tana River and Wajir Counties
Supervises/Liaises	Project officers/Assistants and Liaises Finance, Field Coordinators & Support Services Units, Human Resources department, Regional Humanitarian Manager)
Job Field	Programs

Background

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities.

IR started operations in Kenya in 1993 on orphan's sponsorship programme through a local CBO in Mandera District, Northern Kenya. It opened fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County, neighbouring Mandera, in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened a programme office in Kilifi County. In 2018, Marsabit office was established and in 2020, Islamic Relief extended its humanitarian operations to Tana River County.

IR works with the needy and vulnerable regardless of race, religion or gender and currently implement our work within the following themes: Women& youth empowerment, Inclusive education, emergency programmes, Livelihood/resilience projects, Protection as well as Peace building.

IRK is currently focusing on three major themes: Sustainable Community Empowerment, Food security and livelihoods, Disaster Risk reduction (DRR); and Inclusive and protection

Islamic Relief Kenya in pursuit to support and strengthen its operations, seeks to employ motivated, hardworking, and pro-active individuals to fill in the following position.

1. Overall Responsibility

Under the supervision of the Programme Manager in Kenya, the Emergency Response Coordinator will be responsible for the vision, strategy, design, monitoring, and quality delivery of Emergency response programmes for IR Kenya. He/she shall ensure that emergency programme plans are in place and kept updated as per the objectives of the Country Strategic Plan; and that programme interventions and projects are implemented in line with the overall country Programme objective. The position also manages/oversees the programme growth and provides technical support to the emergency response Team across all field offices.

2. Key Duties and Responsibilities (Key results areas)

a. Programme strategy and Planning (10%)

- Promote understanding of and ensure the appropriate use of and adherence to global humanitarian guidelines including SPHERE and CHS.
- Ensure that the emergency response programmes are appropriately linked where possible to IR-Kenya other resilience and longer-term development programmes.
- IRK's emergency /Humanitarian programme strategy reviewed/updated In line with Global strategy, Country strategy and Annual Business Plan.
- Review/ update Disaster preparedness plan in place.

b. Programme development & Resource Acquisition (25%)

- Provide leadership in concepts and proposals development (as necessary) for the programme and contribute the programme's growth.
- Support development and updating of the Donor mapping Tool for the potential funding sources.
- In coordination with Business Development Manager and Programme Management Unit and Communication & MEAL Unit, develop/update capacity statements and other emergency programme marketing Materials.
- Provide leadership in identification of potential funding sources/donors and plan for engagement meetings
- Lead the funding diversification that supports core interventions and projects for the programme across geographical spread

c. Programme Implementation & Management (25%)

- Lead the overall management, implementation and development of the emergency preparedness and response component of the Kenya country programme.
 - Provide leadership in projects/programmes set-ups/initiation, including development and adoption of precise Implementation tools- DIPs, PPs, CPs, DPs, and PMPs etc.
 - Work with the field implementation team and partners to ensure projects are implemented in a sustainable way and achieving the envisaged change.
 - Provide regular technical support/Backstopping/supervision during programme/projects Delivery processes.
 - Support programme/Project reviews - drawing key recommendations, lessons, best practices, technical advances etc.
 - Provide leadership in planning and Implementation of special Programmes- Ramadan and Qurbani Programmes.
- d. Programme Monitoring, evaluation Accountability, Reporting & learning (15%)**
- Lead the design and implementation of monitoring and evaluations plans of projects in line with the Donor & IRK Strategy and internal standards and support measuring of programme and project performances.
 - Ensure that rights holders have access to feedback mechanisms and that data is monitored and responses given within appropriate time periods.
 - Provide Leadership in Development and Submission of (internal) Monthly, Quarterly, Semi-Annual, and Annual programme reports and submitted to MEAL Unit for review.
 - Ensure timely development and submission of quality donor reports.
 - Provide leadership in documentation of best practices and learnings from programme works.
 - Support undertaking of regular projects' Grant Review Meetings and provide progress to the PM/CD and members of the SMT.
 - Provide leadership in the adoption, application and implementation of programme Standards, Including Core Humanitarian Standard and Safeguarding Standard and policies
- e. Capacity Building & team management (5%).**
- To ensure timely development of staff JDs, KPOs and recruitment of sector as may be required.
 - To ensure effective orientation of new project staff on proper project implementation and follow ups.
 - Identify the needs and organize trainings to develop the capacity of IRK staff and partners to increase their competence in programme/projects delivery
 - To ensure staff appraisals including probation reports, development of clear KPIs by all the staff.
- f. Networking and Partnership Development (15%)**
- Active participation and engagement in and with donors (institutional, UN & IPs) meeting, briefing session, Funding Information Sessions.

- Establish and sustain effective relationship with the Government (National & Counties) and other NGOs for coordination, compliance with regulations & policies and synergy building.
 - Represent IRK at all relevant technical forums, Clusters, Workshops and Meetings and contribute to technical interactions and discussions on the same.
- g. Coordination and collaboration with Support Services Team (5%)**
- Jointly work with procurement unit to generate/update precise project procurement Plans at inception and follow its (Plan) implementation.
 - Work with procurement unit and Committee to support and provide required technical support during procurement processes of the project activities and interventions relation to the programme.
 - Work with Finance Unit on project budgets planning, Budget Monitoring/Controls, Risk mapping, and reporting, Audits (Internal & external), related financial accounting
 - Work with HR Unit to Assess the human resources requirements for the programme, skills expected of staff at different levels in hierarchy and assist the Human Resource department in programme staff Management and development
 - Work with Communication Unit to provide and generate high quality programme communication materials including documentation of programme works.

PERSON SPECIFICATION

Formal Education/ Qualification

- A minimum of Degree in Disaster Risk Management, Development Studies, Rural Development, and related social science field of studies.

Work experience

- A Minimum of 6 years proven experience of managing or coordinating emergency response programs within INGO settings in Kenya.
- Proven team and personnel management experience
- Experience in Project planning, Implementation, Management, Monitoring, and evaluation and reporting as per donor requirements.
- Experience in Cash programming is mandatory.
- Excellent diplomatic skills and ability to create positive relations with government officials, international organizations, NGOs to enhance IRK's programmes.
- Knowledge of the key issues and trends in advocacy and social mobilization.
- Past work experience with the similar geographical context is desirable.

Skills and competences

- Proven analytical and strategic planning skills
- Ability to take initiatives and work under minimum conditions.
- Experience of managing donor grant funding projects and programs
- Experience in developing and monitoring budget.
- Ability to analyse information, evaluate options and to think and plan strategically

- Proven team building and management experience
- Excellent interpersonal, communication and presentation skills
- Fluency in written and spoken English
- Willingness and ability to travel extensively in country.
- Strong analytical with good attention to detail.
- Programmatic expertise on the following themes: humanitarian Interventions, DRR, gender issues, conflict, sustainable livelihoods etc.
- Strong computer skills (MS Word, MS Excel, MS Access, MS Power Point, MS Project, SPSS).
- Ability to work independently and as a part of a team to implement the project.
- Effective IT Skills (Microsoft Office, MS word, MS Excel).
- Effective report writing skills.
- Ability to multitask and perform in busy working environment.
- Passion for work and Honesty.
- Strong organizational skills.
- Ability to work under pressure and meet strict project deadlines.
- Ability to identify and solve problems.
- Excellent communication and presentation skills

Note: Please note that this recruitment, shortlisting will be done on a rolling basis.

HOW TO APPLY

- Please send us your cover letter and detailed CV, including your qualifications, experience, names and addresses of three referees, a working e-mail address and daytime telephone contacts. The forwarding e-mail and cover letter must clearly indicate the position title on the subject line. Send your application to Recruitment.irk@islamic-relief.or.ke by **Sunday 19th June, 2022**.

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