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| **TITLE:**  Humanitarian Specialist – Cash & Vouchers | | |
| **TEAM/PROGRAMME:** One Humanitarian Team | | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide** (Remote) |
| **GRADE**: C – Mid-Senior level | | **CONTRACT LENGTH:**  Fixed Term - Up to December 2024 |
| **CHILD SAFEGUARDING: (select only one)**  Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. | | |
| **ROLE PURPOSE:**  This position will serve as a technical advisor in Save the Children’s Humanitarian Cash and Voucher team. The Humanitarian Specialist will provide technical and operational advice to Save the Children’s Cash and Voucher (CVA) portfolio to ensure that multi-sectoral CVA humanitarian awards are of high quality, technically sound, and responsive to the needs of vulnerable children and their families. You will play a critical role in transferring capacity and experience from headquarters to Country Offices as Save the Children expands its commitment to localization both internally and as part of its global Grand Bargain commitments.  The Humanitarian Specialist will be expected to travel regularly and work directly with staff in COs and partners.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** CVA Advisor- Centre Humanitarian Technical Team  Role Dimensions: Technical assistance to COs, proposal design, program implementation, documenting evidence and best practices, new business development | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Technical Assistance (80%)**   * Deploy to countries with newly awarded humanitarian programs that include CVA; * Work closely with SCI to ensure timely start-up of humanitarian CVA awards; * Develop program implementation plans, support recruitment of new staff, provide necessary trainings, develop and adapt tools with MERLA colleagues, and identify opportunities for internal and external collaboration; * Working remotely and in country, provide direct technical assistance to programs to ensure that deliverables are met in a timely, high-quality manner; * Work closely with Technical Advisors (TA) including FSL, Health, Nutrition, Education, Shelter, Child Protection, WaSH, and Gender, to expand the use, evidence, and quality of CVA for multi-sectoral outcomes; * When necessary, provide surge support to program implementation to cover gaps in management, technical assistance, monitoring, or operations; * Proactively identify challenges to successful implementation and raise these issues with relevant management staff at SC US and SCI, and   Build collaborative relationships across the Save the Children movement that directly improve the quality of program implementation  **Resource Mobilization (20%)**   * Under guidance from the Cash Unit leadership team, support development, review and submission of quality proposals in response to identified opportunities; * Support country offices in positioning for funding opportunities to support emergency response programming; * Provide technical inputs in the design, implementation and analysis of assessments required for the development of high-quality proposals; * Provide input into appropriate design and/or implementation of program monitoring and evaluation activities – including the use of process and outcome indicators, data collection processes, data analysis, reporting, and * Stay abreast of key donor strategic thinking and funding trends to ensure that proposals are responsive to donor requirements and priorities. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Minimum of a High School Diploma or equivalent, plus at least 3 years of relevant experience; * Professional proficiency in MS Office suite; * Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally; * Demonstrated commitment to fostering and maintaining and environment of diversity, inclusion, and belonging; * Demonstrated experience with emergency and/or development CVA; * Proven understanding of basic concepts of CVA, food security, market-based programming; * Previous participation in HEA, EMMA, PCMMA, MIFIRA, RAM and/or other FSL and market assessments, reporting, and training; * Demonstrated experience in program design and proposal writing, including experience writing or supporting successful USAID-funded proposals; * Proven ability to work under tight deadlines, navigate multiple tasks simultaneously, and work effectively both independently and as part of multicultural teams; * Professional proficiency in writing, editing, training and grant writing experience essential; * Willingness and ability to travel up to 50%, occasionally in harsh environments (as permitted by SCUS travel policies), and on short notice, for emergency response and assessment activities; * Willingness and ability to occasionally work irregular hours to accommodate calls with field teams in other time zones, and * Professional proficiency in written and spoken English and at least one of: Arabic, French, or Spanish. | | |
| **EXPERIENCE AND SKILLS**   * Bachelor’s degree in a relevant field; * French and/or Arabic written and spoken language skills highly valued; * CaLP Level 1 or Level 2 certificate; * Experience designing, implementing, and managing humanitarian preparedness, asset protection, disaster risk reduction, food security, and nutrition programs; * Experience developing and conducting training programs for field staff including curriculum design, presentation and teaching skills, and training-of-trainers methods; * Experience in program design and proposal writing with non-USAID awards, including PRM, UNHCR, WFP, ECHO, EU, and others; * Knowledge of and experience with statistical software and data visualization tools; * Experience developing and implementing Standard Operating Procedures, Feasibility and Risk Assessments, Delivery Mechanism Assessments, and other operational policies or procedures for the identification and implementation of CVA opportunities; * Understanding of operational considerations that influence the efficiency and appropriateness of digital cash or voucher delivery platforms; * Experience writing and disseminating reports and fact sheets/case studies, and * Experience using KoBo Toolbox, ODK, or other mobile data collection software. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Nick Anderson** | **Date: 2022-07-13** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |