



THE CENTRE | Collaborative Centre for
Gender & Development

Vacancy Announcement

Position: Gender Responsive Disaster Management Coordinator

Deadline: 10th July, 2020

The Collaborative Centre for Gender and Development is looking for a suitable candidate to fill the position of **Gender Responsive Disaster Management Coordinator**. The candidate will be reporting to the Executive Director and will be in charge of providing active leadership and overall management of the COVID-19 emergency program. He or she will support all aspects of preparedness planning and action including timely revision and update of emergency action Plan.

Task and Responsibilities

- Provide active leadership and overall management of the COVID-19 emergency program and support all aspects of preparedness planning and action including timely revision and update of emergency action Plan.
- Prioritize programmatic needs, explore new donors, develop high quality proposals and concept notes and expand partnership based on the needs.
- Manage coordination with CORE partners and key stakeholders e.g. national and county government authorities, donors, and Humanitarian partners and represent CCGD in coordination forums
- Ensure that programs are implemented in a cost effective, consultative, and Gender and Protection mainstreaming in the GBV response.
- Oversight County teams to adhere to policy, strategy and guideline requirements.
- Coordinate County work plans and arrange quarterly progress review meetings.

- Monitor project budgets on monthly basis and provide timely feedback to finance department on any variances while remaining in compliance with CCGD and donor finance and procurement procedures.
- Coordinate with Research, Monitoring and Evaluation Officer to ensure accurate, timely and complete data and information collation for reporting, assessments, communication and M&E, internal and external reporting, planning, decision-making and program learning and that lessons learnt are documented and shared for cross-program learning in the county and country through the appropriate avenues.
- Supervise staff as assigned including Conducting performance appraisals and mentoring on individual performance.
- Explore capacity building and learning opportunities for CCGD and county partner staff
- Any other functions as will be assigned by the line manager.

Qualifications and Experience Requirements

- Post graduate degree in humanities and social sciences or other relevant area or equivalent professional experience with preference given to gender and humanitarian qualifications.
- Demonstration of good working knowledge/experience with implementing Sexual and Gender Based Violence (SGBV) initiatives.
- Minimum 3 years substantive work experience with excellent professional track record within NGO management especially in emergency/humanitarian program implementation.
- Preferred - experience of managing humanitarian response program with a focus on Disaster Risk Reduction and protection including emergency Shelters and WASH.

- Excellent program development, proposal and report writing skills
- Experience or familiarity with managing requirements of institutional donors
- Proven skills in developing and leading teams delivering on performance targets.
- Budget monitoring and management skills
- Proven management ability and inter-personal skills
- Problem solving and leadership skills
- Ability and willingness to work in insecure and unpredictable environment with movement restrictions
- Gender and other religious and cultural diversity/Sensitivity
- Ability to multi task and manage conflicting priorities in personal workload

Application

Send your application letter ,Curriculum vitae and academic certificates to the HR officer on info@ccgdcentre.org and copy ccgdinfo@gmail.com clearly indicating the position you are applying for before 10th July 2020. Please note that only short-listed candidates will be contacted.