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.

**Vacancy Announcement**

**Position:** Gender Responsive Disaster Management Coordinator

**Deadline:** 10th July, 2020
• 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.