

ADRA Denmark is seeking a Humanitarian Coordinator

Are you dedicated to assisting people in need and experienced in supporting humanitarian interventions? Do you have substantial knowledge on protection and child protection as well as a systematic and structured approach to your daily work? Are you experienced within programme development and management and prepared for travel to high-risk environments? Then you may be a good match for this position.

As ADRA Denmark's new humanitarian coordinator, your main responsibility will be management of our programmes in South Sudan and Yemen. You will work closely together with the two other humanitarian coordinators and other cross-cutting staff in our programme team, which currently consists of 10 staff members, as well as with our financial controllers.

ADRA Denmark is an exciting workplace with 23 employees in Nærum. We are part of a global network, founded on Christian values and present in 118 countries. ADRA Denmark has seven close partners in Africa and the Middle East, where we are involved in both humanitarian and development programmes.

Key responsibilities:

- Manage ADRA Denmark's humanitarian programmes in South Sudan and Yemen:
 - Facilitate the development and update of country strategies, Theories of Change (ToCs) and risk assessments, monitor the programmes, liaise with donor offices, quality assure proposals and reports, ensure alignment to relevant strategies and guidelines, provide technical assistance and capacity building to partners, etc.
 - Keep ADRA Denmark informed about the political and security situation in South Sudan and Yemen
 - Provide inputs related to ADRA Denmark's programmes in South Sudan and Yemen to the communication and fundraising efforts of ADRA Denmark
- Act as the focal point for ADRA Denmark's strategic intervention areas protection and child protection
- Provide input to other strategic intervention areas such as WASH, shelter, early recovery, DRR, HDP nexus and localisation
- Provide inputs to the annual reports related to ADRA's Strategic Partnership (SPA) with Danida
- Liaise with the ADRA network to strengthen ADRA Denmark's contributions to international crises and collaboration with other ADRA supporting offices
- Support the expansion of ADRA Denmark's humanitarian programme portfolio, including identifying new funding opportunities. This includes overall coordination of private foundation proposals as well as development and quality assurance of new project proposals and reports in cooperation with our partners in the ADRA network to ensure compliance with donor guidelines
- Contribute to the ongoing development of ADRA Denmark's future humanitarian strategy
- Function as secretary for the ADRA Denmark Grant Committee and communicate with ADRA International and regional offices regarding humanitarian network calls

The successful candidate will have as many as possible of the following qualifications:

- A relevant education, preferably at a higher degree level
- At least five years' relevant professional experience in humanitarian programme management
- Experience from working in South Sudan or Yemen is an advantage
- Specific knowledge and experience with protection and child protection
- Experience with WASH, shelter, early recovery, DRR, HDP nexus, localisation etc. is an advantage
- Knowledge on donor requirements and guidelines (ECHO, Danida)
- Good writing skills; fluency in written and spoken English. Knowledge of Arabic is an advantage
- Knowledge of Sphere and the Core Humanitarian Standard on Quality and Accountability (CHS)
- Resilience, open-mindedness, and strong networking skills
- Strong intercultural and social competences
- Ability to work independently and solution-oriented while following guidelines
- Ability to travel extensively and in insecure environments
- Motivation to work in a faith-based civil society organisation

Employment conditions:

As per the ADRA Denmark terms. The salary level follows the basic government salary scale.

The workplace is Nærum, Denmark. Danish work permit is required. The position will include extensive travel activity, mainly to South Sudan and Yemen.

Information about the position:

Contact Programme Director Helene Ellemann-Jensen heljen@adra.dk or +45 45587703

Start date:

As soon as possible. The employment is conditioned on an expected grant from Danida.

To apply:

Please submit your CV and a motivated application in English to job@adra.dk.

Deadline for applications:

7 January 2022. Interviews will be held in weeks 3-4.

ADRA Denmark considers diversity an asset and human uniqueness an important resource. All interested and qualified candidates are encouraged to apply for the position.

In ADRA Denmark, we are committed to the safeguarding and protection of the communities where we work. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions including background checks to ensure safeguarding of children and vulnerable people and prevention of abuse.