



## SENIOR PROGRAM MANAGER – EMERGENCY RESPONSE

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<b>Status</b>	Full-time, Permanent
<b>Department</b>	International Programs
<b>Reports to</b>	Director, Emergency Response
<b>Compensation band</b>	3B
<b>Overall responsibility</b>	<p>The successful candidate will be responsible for growing the emergency portfolio of the humanitarian assistance team, with a particular focus on gender issues in humanitarian crises.</p> <p>The incumbent will bring proven expertise in resource mobilization and overall Emergency Response programming and experience in an international humanitarian context.</p> <p>The ideal candidate will have significant field experience in managing emergency programs in a number of humanitarian crises and possess extensive knowledge in the sectors of education in emergencies, disaster risk reduction and child protection in emergencies.</p> <p>Experienced in deployments, they should also be able to demonstrate prior experience of engaging with the humanitarian coordination system at the local, regional and global levels.</p> <p>Other skills required include: training and facilitation, project management, networking and influencing and negotiating. Fluency in English and the ability to travel extensively including high risk areas will be imperative.</p> <p>The position is based in Toronto Canada with frequent travel to Plan International field offices.</p>
<b>Specific responsibilities</b>	<p><b>Business Development</b></p> <ul style="list-style-type: none"><li>• Implement of a high quality, targeted resource mobilization strategy as a key part of the overall Emergency Response program</li><li>• Working in close coordination with field offices and technical experts at Plan International Canada, ensure high quality, gender responsive proposals and corresponding budgets in the portfolio are developed in a time sensitive, results oriented manner</li></ul>

- Ensure proposals adhere to good humanitarian practice and minimum standards and are in line with Plan International's standard policies and procedures.
- Respond effectively to emergency situation including deployments and effective communication between Field Offices, Communication and Media teams, National Offices, relevant donors – leading to proposal development and submission
- Deploy to Country Offices at short notice to lead humanitarian operations, ensuring high quality programmes
- Lead and manage Rapid Needs Assessments and support the selection of local partner organizations

### **Program Quality**

- Ensure that program implementation is responsive to communities and partners and consistent with Plan International's relevant program guidelines, principles, values, quality standards and strategic plans
- Ensure that gender and child protection standards are mainstreamed through program activities, providing emergency technical support as necessary
- Coach and train staff with the aim of strengthening their humanitarian technical capacity and exchange knowledge within the team to capitalize their experiences at field level
- Promote and monitor staff care and well-being establishing essential practices such as self-care exercises and debriefing activities
- Contribute to team-building efforts, support team members in navigating challenges, problems and identifying their solutions and ensure the integration of all team members into relevant decision-making processes

### **Representation and Coordination**

- Foster and maintain strong relationships with key donors and partners including Plan International Country/Regional colleagues and other stakeholders both in Canada and overseas
- Represent Plan International Canada on various networks and other events

### **Strategy and Vision**

- Support the realisation of Plan International's Strategic focus on increasing humanitarian response, resilience and realisation of girls rights.
- Keep well informed and actively participate in discussions on issues of emergency response and international development, in particular those that relate to natural disasters, conflicts and other crises within the human rights framework and trends in international aid funding

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed
- Pro-actively identify partnership and engagement opportunities to secure additional resources Work well in a matrix environment ensuring overall technical support from the effectiveness teams and contributing to Plan's knowledge management

**Skills, experience, qualifications**

- Master's degree in relevant area and/or equivalent work experience (an undergraduate degree in combination with qualifying experience accepted in lieu of an advanced degree)
- Minimum seven years' experience working in the humanitarian sector with proven track record on resource mobilization and Humanitarian Response
- Strong leadership and people management skills in building productive working relationships with team colleagues, field offices, donors and partners;
- Solid understanding of Humanitarian Principles and donor requirements including government agencies such as GAC, UN agencies, Development Banks and other multilateral agencies, charitable organizations, and foundations
- Demonstrated competency with gender-sensitive, rights based programming
- Strong aptitude in budget creation and revision
- Flexible approach to dealing with ambiguity/changes in priorities and working in a fast-paced environment
- Ability to travel internationally to Plan International's field offices and units some of which may be in remote locations (a valid passport will be required)
- Fluent in oral and written English; French is considered an asset
- Available for deployments in the field as to be required
- Must be eligible to work in Canada.
- A strong work ethic coupled with tact and diplomacy
- Personal values consistent with those of Plan International's corporate values

**About Plan International Canada**

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International has only one agenda: to improve the lives of children. Because I am a Girl is Plan International's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and

everyone around them – out of poverty.

Plan International Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan International Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and plan to change the world.

Visit our website at [plancanada.ca](http://plancanada.ca)

### How to apply

To apply for this role please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by April 14, 2017. Please reference **Senior Program Manager – Emergency Response** in the subject line.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. **No phone calls please.**

Applicants must be legally eligible to work in Canada.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process provided the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.