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| Name |  |
| Job title | Senior Global Humanitarian Advisor |
| Working hours per week | 37 hours  |
| Contract period | Permanent |
| Organisational unit | HRMA |
| Line manager | Head of HRMA |
| Last revision | January 2023This job description is dynamic and can be changed during the year, if employee and line manager agree to do so (eg as part of EDR). |

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| Main purpose of this position: | **Within the framework of the Global Strategy 2022-26 the purpose is to develop and accelerate programme, advocacy and learning efforts on humanitarian strategic focus and emergency preparedness.**The Advisor will lead colleagues in supporting the development of/refining humanitarian strategic focus in specific countries and the field level roll-out of tools, policies, and methodologies. Based on the requirements of the country operations and the strategic directives from Headquarters, the advisor may be deployable, for periods ranging from one to three weeks at a time, to support programme development and training, and up to six weeks if filling a substantive country programme role. Annual travel constitutes up to 50% of full-time capacity, depending on the needs.The Advisor will support and engage with COs on preparedness, programme development, support programme implementation and quality assurance, including working with GPRM on proposal development. As an advisor in HRMA, the Global Humanitarian Advisor can have different roles (core, active, peripheral) in working groups as well as individual responsibilities, which will be explicit here. These include thematic sector leadership in innovation, learning, and external technical engagement, mentoring humanitarian team members in line with CO developed succession plans, and ensuring up to 30% of full-time engagement in focus areas (to be decided with the manager) |

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| **Main roles** | **Description** | **OR/MR/JR** | **Estimated time (%)** |
| Bring knowledge into action: Strategy and reporting | Follow global trends, understand how they develop, assess relevance, and connect with local ideas and developments in DCA programmes, particularly focusing on emergency preparedness and the strategic humanitarian focus in specific countries.Link with relevant networks, and filter trends into DCA programmes and projects as well as other units and departments, ensuring thematic sector leadership and innovation are aligned with external technical engagement and learning.Review and document best practices and methods from programmes and projects for continued improvement of our work and feeding into advocacy and communication actions, especially those related to the roll-out of tools, policies, and methodologies in the field.Read annual reports from DCA countries, analyse, gather learning as well as write relevant sections for DCA’s Country and International Strategy |  | 10% |
| Country Programme Support & Learning. Including Strategic fundraising & resource mobilization  | Provide qualified and timely technical support on SAVE to DCA country programmes on design, implementation, and reviews of programs. This includes supporting country offices in developing humanitarian strategies, preparedness planning, and advancing the development and field application of humanitarian tools, policies, and methodologies.Support project implementation where HQ advisor role is necessary, by engaging with key internal business partners such as HoPs/Cash & Markets Focal, PAL Advisors, Protection Advisors, Partnership Advisors, and the Humanitarian Coordinator to ensure integrated and effective support for country-level emergency preparedness and programme execution.Provide technical quality assurance to strategic fundraising concept notes and applications, leveraging expertise in the development and field application of humanitarian tools, policies, and methodologies.Continuously facilitate learning from ongoing contracts/projects and feed forward lessons learned into new applications, enhancing the capacity of Country Offices and contributing to the development of CO-developed succession plans and sector leadership initiatives like innovation and learning.Responsible for the relevant Global DCA Key Outcome Indicators and provide guidance and support to the COs in measuring and reporting. |  | 40% |
| Global competence, Capacity Development, and Trainings  | Develop & conduct trainings to enable competence development as requested by COs or HRMA management (physical, online, blended), focusing on emergency preparedness, the strategic humanitarian focus in specific countries, and the use of tools, policies, and methodologies for humanitarian programme development.In cooperation with LLAB, develop e-learning modules, engage in online and face-to-face program TOT specific trainings based on needs and requests from Country Offices and competencies needed to implement DCA’s International Strategy – defined by HRMA management.  |  | 20% |
| Develop/Update/Operationalise DCA Policy Frameworks & Action Guides  | Based on learning and documentation, develop and update DCA policies and action guides that country programmes can use in design and implementation of programmes & projects. |  | 20% |
| Danish & Global Advocacy + Networking  | Engage with relevant networks to nurture relations, synergy, mutual capacity development, and learning, particularly with partners involved in humanitarian strategic focus areas, such as emergency preparedness, programme development, and the roll-out of humanitarian methodologies and policies.Active in thematic sector leadership, particularly in key program sectors and innovation or learning aligned with DCA’s HQ-led advocacy targets and plans and as defined by HRMA management.Coordinate with other DCA HQ units such as PAL, Politics and Stakeholder Management, Political Press Unit on relevant advocacy and policy initiatives, ensuring that the humanitarian strategies and emergency response plans are integrated across the organization and reflect the collaborative efforts of cross-functional teams, including PAL Advisors, Protection Advisors, Partnership Advisors, and GPRM Advisors. Engage with relevant networks to nurture relations, synergy, mutual capacity development, and learning, particularly with partners involved in humanitarian strategic focus areas. |  | 10% |
| HRMA general  | HRMA meetings |  |  |
| Other internal DCA functions (if relevant) | SU, union work, council- & board tasks, security task force etc.  |  |  |

**Date**:

Name of Employee: Name of Line Manager:

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