

RESOURCE 2: Competency-based Job Profile

SAMPLE COMPETENCY-BASED JOB PROFILE (adapted from a competency-based Oxfam GB job profile)

JOB TITLE: Project Manager	
DIVISION / DEPARTMENT / LOCATION: Country X	JOB FAMILY: Programme
SALARY:	LEVEL:
LOCATION: (specific field locations)	
<p>ORGANISATIONAL PURPOSE:</p> <p>JOB PURPOSE: To lead the regional response team in the preparation and implementation of emergency response to the floods affecting Country X.</p>	
<p>REPORTING LINES: Postholder reports to: Humanitarian Response Manager</p> <p>Staff reporting to this post: Public Health Officer, Food Security Officer, Water and Sanitation Officer and Logistics Officer.</p>	
<p>BUDGET RESPONSIBILITY: Projects budget to be defined.</p>	
<p>BACKGROUND:</p> <p>Country X's rainy season, which began in the middle of April 2010, has intensified with the presence of the <i>La Niña</i> phenomenon, which the IDEAM (Institute of Hydrology, Meteorology and Environmental Studies) believes will continue through the first quarter of 2011. This forecast has been confirmed by the World Meteorological Organization (WMO).</p> <p>According to the report prepared by the Risk Management Office, the winter wave has already produced 206 deaths, 246 injuries, and 119 disappearances, while 1,959,928 people have been affected (402,886 families) and in which more than 1,083,376 are in urgent need of assistance (education has stopped, crops have been destroyed, cattle are dead, closure of health centers, electricity and other public services have stopped, houses and roads are destroyed, protection issues for women and elder are arising). In addition, 3000 homes have been destroyed and more than 280,000 are severely damaged; 175,000 agricultural hectares have been affected and 400 roads have been blocked or rendered useless.</p> <p>OCHA reports that the main humanitarian needs in the three main cities are food, shelter and access to safe water and adequate sanitation.</p> <p>The population's distribution by gender is quite equal, as women represent 50.1 percent of the population, while men represent the remaining 49.9 percent.</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> Manages staff in specialist disciplines, often from a distance, or project management, including leading a small team in own area. 	

- Manages the first steps in the response to an emergency, understanding the implications of a humanitarian response in this midst of the conflict.
- Identifies, proposes, monitors and evaluates projects that will normally be implemented by staff and partners, in alignment with national or regional Programme Implementation Plans.
- Carries out advocacy work as necessary, including lobbying and alliance building if needed.
- Networks intensively with partners, regional leads and local government authorities
- Systematizes lessons learnt and shares them with relevant parties.
- Ensures programme quality, in particular gender mainstreaming, impact assessment, and rights approach.

KEY RESPONSIBILITIES:

- To lead a local team of professional staff and assess the extent of the humanitarian needs (with particular emphasis on public health, water and sanitation and food security) caused during the current floods emergency in Country X.
- To coordinate activities with local organisations (NGOs, UN agencies and authorities).
- To provide technical support, where required, to existing local partners and institutions in emergency programming.
- To integrate gender analysis into programme plans and implementation.
- To ensure security of staff, partners and communities linked with emergency operations.
- To coordinate with local partners and other agencies, advise and make necessary recommendations to the Coordinators and the project teams.
- Ensure all agreed administrative and financial procedures are followed and maintained by implementing partners to ensure programme quality
- Guarantee project quality and time schedule throughout close and horizontal coordination with implementing partners.
- To represent organisation in meetings with government or other NGOs whenever requested.

SKILLS AND COMPETENCE: All are required unless marked (D) as desired.

Technical skills and experience:

- Proven expertise and understanding of emergency preparedness and response, and development issues with a relevant technical competence in emergency needs assessment, project design, development and implementation.
- Extensive field experience in emergency and development programme management, preferably with non-government organizations.
- Substantial experience of non-formal, participatory training and staff development. (D)
- In-depth knowledge of their own area of work.

Core humanitarian competencies:

Understanding of humanitarian contexts and principles:

- Good understanding of humanitarian issues, with experience of/or ability to work directly with local NGOs or communities.
- Knowledge of Country X in terms of its political, economic and social trends plus a good understanding of the key development and humanitarian issues in the region. (D)
- Sympathy with the aims and objectives of organisation and a commitment to humanitarian principles and the Red Cross and INGO's code of conduct.
- Demonstrated experience of integrated gender and diversity into humanitarian response programmes.

Achieving Results effectively:

- Demonstrated ability to effectively develop project plans and budgets and ensure timely delivery of results.

- Proven analytical skills and ability to think strategically and implement.
- Ability to work in participatory manner with staff to assess needs, implement and monitor activities.
- Excellent organizational and problem-solving skills.

Developing and maintaining relationships:

- Excellent verbal and written communications skills and the ability to relate to people from all backgrounds.
- Ability to operate effectively across organizational boundaries and ability to establish and maintain effective working relations with people in a multi-cultural environment.
- Ability to effectively influence and liaise with key stakeholders on behalf of and in line with organisational beliefs.

Managing yourself in a pressured and changing environment:

- Demonstrated ability at being flexible and adapt to changing situations.
- The ability to remain calm while dealing with conflicting priorities and working under pressure.

Operating safely and securely in a humanitarian response:

- Proven experience in risk management.
- Proven experience in implementing security policy/protocols.

Leadership in humanitarian response:

- High-level interpersonal, influencing and communications skills.
- Competent to work with significant levels of autonomy and as a team player.
- The ability to take the initiative and proven ability to work creatively, innovatively and effectively to make decisions with limited direct supervision.
- Consistently approaches work with energy and a positive, constructive attitude.
- Behavioural role model for peers and fellow team members.

Languages:

- Fluency in spoken and written Spanish
- Fluency in spoken and written English (D)

EDUCATION: (if relevant)

- University degree in relevant subject or significant field experience.