

## How to Apply for this Job

### Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

### Tearfund's Application Process

If you would like to apply for a job, please visit our website at [www.tearfund.org/en/get\\_involved/jobs/](http://www.tearfund.org/en/get_involved/jobs/). From there you can search for vacancies, choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

JOB TITLE	Humanitarian Support Manager - Asia
GROUP	International
TEAM	Asia
LOCATION	In-region (to be confirmed subject to negotiations with preferred candidate)
RESPONSIBLE TO	Deputy Geographical Head - Asia

### PART 1 – JOB DESCRIPTION

#### MAIN PURPOSE OF THE JOB

To provide technical support and humanitarian advice to strengthen the disaster preparedness and response of Tearfund's partner led programmes. To actively support knowledge management for Outcome 4 (responding to disasters) for the Asia Team and wider International Group, in particular to ensure that lessons learnt from earlier disaster responses are documented and learnt by Tearfund to ensure more efficient and effective responses to similar crises in the future.

#### GENERIC PURPOSE OF THE ROLE

- To take responsibility for a designated area of the team's overall task or specific projects.
- Share in responsibility for overall team tasks & be responsible for work packages
- Liaise with internal and external contacts
- Responsible for reviewing own personal development, and overall team tasks

#### PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.
- Responsible for maintaining your own spiritual development.

#### POSITION IN ORGANISATION

- Grade: 2
- Reports to the Deputy Geographical Head of Asia
- Works closely with Country Leads, in liaison with the Geographical Head, supporting the Country Lead in implementing the disaster management aspects of their country strategies and the wider regional vision.
- Liaises with other Asia Team members, Humanitarian Support Team, Global Fundraising Group and People and Talent Group
- Liaises with staff of external organisations, particularly the DEC (and member agencies), Start Network, donors, NGOs, Tearfund's partners and members of the Integral alliance

#### SCOPE OF JOB

1. Training and capacity building
2. Supporting disaster response management in direct and indirect (partner-led) interventions
3. Corporate learning and evaluation (e.g. facilitation and capturing)
4. Promoting Humanitarian Sector Good Practice
5. Supporting resource mobilisation and networking
6. Representing Tearfund in country and regionally

## DUTIES AND KEY RESPONSIBILITIES

### 1. Training and Capacity Building (priority responsibility)

- Assist the Asia Team in its capacity assessment of partners and assist in the creation of contingency plans and strategies to improve disaster preparedness and humanitarian response capacity.
- Support Asia Country Teams to develop Contingency Plans for their own teams and with their partners.
- Work with the Asia Team (as a whole) and its constituent country teams to identify their specific good practices gaps and identify ways to address these gaps.
- Implement updated modules for Tandem (Tearfund's e-learning modules for Disaster Management) covering core humanitarian competencies such as Needs Assessment, Contingency Planning etc.
- Mentor and coach both partners and Tearfund staff in key humanitarian competencies.
- Assist Asia Team (as a whole) and its constituent country teams in their assessment of their teams' humanitarian competencies, and help develop plans to address the gaps.
- Where appropriate, nurture and support Tearfund corporate talent management.
- Support with training and induction of new Tearfund staff in Asia.

### 2. Disaster Response Management

- In consultation with Country Leads and the Deputy Geographical Head of Asia, support the startup of partner-led and direct operational disaster responses in Asia.
- Deployment (if necessary) to the disaster area to undertake assessments, guide and advise partners plus give support in defining Tearfund's response strategy.
- In collaboration with Programme Funding, HST and country teams, provide support in compiling proposals, budgets and operational reports for DEC, Start Network and other external donors and internal clients, primarily in the initial period of a new response (as required).
- Review response proposals and budgets from partners, making recommendations to Country Leads on whether to support them, in line with GPS/DRP processes.
- When requested, research and provide critical information to input into the decision making processes within the emergency response procedures.
- Support monitoring and evaluation of emergency response interventions.
- When requested by Country Leads, provide and disseminate information on Tearfund's response in each emergency for use in supporter communications, media releases etc.
- Help develop and maintain the effectiveness of the Emergency Response Register by providing training and mentoring for response, particularly at a regional level.

### 3. Corporate Learning and Evaluation

- Contribute to Tearfund's learning culture, and ensure as far as possible all humanitarian learning is disseminated and re-applied.
- Attend and support the development of Tearfund's Communities of Practice, including (where appropriate) initiating and developing new ones.
- Co-ordinate and facilitate learning reviews on specific issues which have caused difficulties or challenges to encourage corporate learning and increase effectiveness.
- Participate in and, if appropriate, lead on evaluations (RTEs, mid-term and closing) as requested by Country Leads, and help Country Teams to ensure that learning captured is appropriately disseminated across the wider organisations.
- Develop, collate and disseminate guidance and learning on the Disasters Emergency Committee, Start Network and other relevant funding arrangements.
- Liaise with Programme Advice & Support Team to contribute to Tearfund's general approach to capturing learning.
- Coordinate and facilitate learning reviews after each disaster response to understand and document corporate learning.

### 4. Humanitarian Sector Good Practice

- Provide the advisory capacity for Tearfund regionally on humanitarian good practice and key sectors where Tearfund has expertise or desires to develop expertise.
- Support Quality Standards and QS training.
- Identify and lead on humanitarian good practice in sectors prioritised by Tearfund as core expertise or critical for effective response (e.g. cash programming, conflict sensitivity etc).
- Work with Tearfund's Technical Team to identify ways to institutionalise and communicate humanitarian good practise (e.g. information on TILZ -Tearfund International Learning Zone,

- publications, development of training etc) in the UK and in the field.
- Capture and externally document Tearfund's learning and good practise in key journals or for humanitarian sector conferences, and where appropriate co-ordinate or take part in research on humanitarian good practice.
  - Communicate and present to Tearfund corporately, key changes, developments and innovation in the humanitarian sector.
  - Provide support to other Geographical and Country teams as requested to support the effective implementation of Outcome 4, including ad hoc field visits.

#### **5. Resource mobilisation and networking**

- Represent Tearfund to external regional networks and provide capacity to help secure humanitarian funding.
- In coordination with the Programme Funding Team, provide additional capacity for the development of proposals for humanitarian funding for response.
- Be a regional lead for DFID RRF, START, DEC and other critical humanitarian funding sources, understanding the compliance and requirements these funding pipelines have.
- Based on previous learning, provide advice and inputs for the Asia Team on how to secure, report, monitor and evaluate humanitarian funding.
- Attend or be a member of key humanitarian learning networks and think tanks such as ODI, ALNAP, CALP and communicate back to Tearfund the learning or information gained from these networks.
- Provide support and input to maintain and develop key global partnerships for response such as Integral Alliance and CBHA.
- Support the Asia Team to help develop partner consortiums to promote effective and coordinated disaster response.

Finally, share in responsibility for the overall Asia team tasks and carry out work packages as required/delegated by line manager.

## PART 2 – PERSON SPECIFICATION

### JOB TITLE: Humanitarian Support Manager - Asia

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Degree and/or equivalent level of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Degree in development studies or related subject</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Previous experience of working with partners on disaster response</li> <li>Proven ability in disaster response management including:               <ul style="list-style-type: none"> <li>project planning, implementation and evaluation</li> <li>strategic planning</li> </ul> </li> <li>Experience in carrying out needs / capacities assessments and development of resulting response plans</li> <li>Experience of in kind or cash based programming</li> <li>Ability to gain respect of senior leaders of partner organisations.</li> </ul>	<ul style="list-style-type: none"> <li>Working with local Christian or church-based NGOs (highly desirable)</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>Strong training, capacity building and facilitation skills with demonstrated ability to use creative approaches to match people’s learning styles.</li> <li>Sensitivity in cross-cultural communication, especially between Asian cultures</li> <li>Good report and proposal writing skills.</li> <li>Good financial literacy skills with experience of developing budgets and supporting reporting.</li> <li>Good skills for situational analysis and capturing of learning.</li> <li>Understanding of conflict / protection good practice</li> <li>Understanding of sector-specific good practice in disaster management (e.g. cash programming, food security, livelihoods)</li> <li>Excellent oral and written communicator in English</li> <li>Knowledge of CHS, Red Cross Code of Conduct, Humanitarian Accountability and other good practice instruments</li> <li>Excellent IT skills: Word, Excel, Outlook, PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>Ability to read/write/speak:               <ul style="list-style-type: none"> <li>Burmese (NB: highly desirable)</li> <li>Bangla</li> <li>Hindi</li> </ul> </li> <li>Writing instruction guidelines/procedures manuals</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Committed Christian</li> <li>Ability to coach and mentor</li> <li>Strong team worker</li> <li>Ability to mobilise others and bring them with you in critical settings</li> <li>Able to work independently to see through complex projects</li> <li>Flexible, able to respond to tight deadlines under pressure</li> <li>An understanding of and commitment to Tearfund’s Mission, Values and Beliefs Statement</li> <li>Able to maintain optimistic and positive attitude in difficult circumstances</li> </ul>	
OTHER COMMENTS: Willing and able to travel overseas at short notice for 15-20 weeks per year		