# Australian Lutheran World Service

## Job Description for the full-time position of

## HUMANITARIAN COORDINATOR

The Humanitarian Coordinator for protracted crises and emergencies shall operate as part of the ALWS Programs Team and be responsible to the Program Director. His/her duties shall include the following:

1. Manage allocated protracted crises programs and relevant emergency responses, including:
   1. Participation in the design & evaluation processes of the Programs.
   2. Annually monitoring in-country (when travels permits) or virtually the allocated country programs, producing documents which record the progress of the program against set objectives and development principles, analyse contextual and staffing issues, financial and policy compliance, and provide recommendations to the program for continual improvement.
   3. Monitoring, analysing and responding to regular budgets, monitoring and financial reports and audits from the program partners.
   4. Maintaining productive and professional communication with the program partners.
   5. Monitoring and managing compliance with Agreements.
   6. Monitoring, analysing and synthesizing information relating to program effectiveness and recording information in set ALWS formats.
   7. Facilitating regular Financial Management Assessments with finance staff in the partner programs.
   8. Overseeing timely and accurate transfer of funds to the partner programs.
   9. Collaborating with ALWS Community Action Team to provide data, resources and support for communications and related requests.
   10. Providing technical advice and programming support to the partner programs in the policy areas including, but not limited to, safeguarding, child protection, gender justice and disability inclusion.
   11. Ensuring required anti-terrorism procedures are followed.
   12. Monitoring of and reporting on the risks in the Programs and contributing to management of risks.
   13. Participation in scheduled Program Partner fora and other relevant meetings
   14. Preparation and submission of relevant country programs and emergency response reports to ALWS Management & Board.
2. Engage with humanitarian partners and manage ALWS supported emergency responses other than those which occur within ALWS country programs managed by other Program Coordinators. This may include bilateral engagement with Program Partners, or multilaterally through the Action by Churches Together Alliance (ACT) and Church Agencies Network-Disaster Operations consortium, and Emergency Action Alliance (EAA). This includes:
   1. Overseeing the development/review and implementation of ALWS Humanitarian Strategy.
   2. Remote participation in the design, monitoring & evaluation processes of each response, where relevant.
   3. Facilitating and managing the Humanitarian Appraisal and Management Suite.
   4. Checking and responding to quarterly reports & other communication from each emergency response.
   5. Monitoring in-country (when travel permits) or virtually any responses that ALWS has given large amounts of funding towards.
   6. Preparing and managing Partner Agreements as may be entered into from time to time.
   7. Engaging with the ACT Alliance through participation in strategy and policy development and reviews, relevant meetings, consultations, and ALWS reporting.
   8. Participating in the Church Agencies Network-Disaster Operations consortium activities.
   9. Participating in the Emergency Action Alliance activities.
   10. Engaging with LWF Emergency Hub to support good practice in emergencies and capacity development for ALWS’ partners.
   11. Engaging with relevant Communities of Practice including ACFID’s Humanitarian Reference Group and Climate Policy and Practice Community; ACT Alliance’s Humanitarian Disaster Risk Reduction and Climate Change Adaptation Community of Practice and Safety and Security Community of Practice.
   12. Remote participation in scheduled Partner fora and other relevant meetings
   13. Preparation and submission of relevant program/emergency response reports for submission to the ALWS Management & Board in terms of ALWS Policy.
3. Share responsibility with the Programs Team to:
   1. Participate in Church Agency Network working groups.
   2. Engage with the ALWS Operational Plan, Strategic Plan and Programs Team Planner.
   3. Support and monitor implementation of ALWS policies and support the application of standards to which ALWS has committed itself. This also includes support by way of capacity building for our partners in policy application.
   4. Contribute to the process of ALWS accreditation with DFAT.
   5. Liaise with the Program Advisory Committee on issues relating to strategic direction of ALWS programs.
   6. Engage with the Australian aid and development sector through the Australian Council for International Development (ACFID).
   7. Apply risk management practices to ALWS and its programs.
   8. Support ongoing evaluation and development of ALWS Program Management systems and tools.
4. Lead ALWS’ work in the area of Climate Change and Environment, providing technical support to ALWS staff and partners, developing and implementing plans for building capacity of partners and networks to implement policies and best practice, reviewing this policy as relevant to ensure compliance with best standards, and submitting amendments (where necessary) for approval through the Program Director.
5. Seek professional development opportunities and undertake desk-based research of expert material to inform program development, policy and practice.
6. Have a detailed knowledge of and capacity to apply the policies, principles and systems of ALWS, the ACFID Code of Conduct, and other standards to which ALWS may commit itself from time to time.
7. As a member of the ‘Across Regions’ programs sub-team, provide back-up support to the Program Officer, remaining abreast of main developments within relevant country programs and undertaking support functions as required.
8. Participate actively in ACFID, including the relevant Communities of Practice for allocated policy areas and country programs.
9. Perform such duties as may be assigned to him/her by the Program Director from time to time, especially during times when emergency responses are minimal.