



[Humanitarian Coordinator]



CBM Global Nepal Country Office

Milap Road, 620/29 Sanepa 2/KA, Lalitpur Municipality, Nepal
Tel: +977 1 5441090/91

www.cbm-global.org

Recruitment Pack

CBM Global Nepal Country Office

CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential. CBM initiated its work in Nepal since 1982 and supports a diverse mix of national partners engaged in Inclusive Eye and Ear Care, Rehabilitation, Education, and Social Inclusion of persons with disabilities.

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

The Role

Humanitarian Coordinator

Reports to:
Country Director

Job Overview

Under the direction and guidance of the Country Director, and supportive supervision of the Global Humanitarian Action Team (HAT), the Humanitarian Coordinator is responsible for overall coordination of the CBM Global Nepal Country Office (CBM Global NCO) humanitarian preparedness and response portfolio.

Aligned with CBM Global's Strategy 2023 and Partnership Principles, the position holder will ensure a holistic and consistent approach to crisis response by taking a proactive role in the delivery of CBM Global's Disability Inclusive Humanitarian Action Strategy at the country level by engaging and leading in all phases of humanitarian crisis linking preparedness, response, recovery and development.

Since CBM Global is a dual mandate organisation, the job holder will closely collaborate with other team members to ensure the implementation of a nexus approach by contributing to strengthen the strategic alignment, coherence and complementarity across programme areas.

Based: Kathmandu

Hours: Full Time

Salary range: Competitive

Responsibilities and Duties

Emergency Preparedness

- Develop, update and implement the Country Humanitarian Preparedness Plan: Lead on the situation analysis, including overview of the humanitarian architecture, disaster scenarios/context analysis and stakeholder mapping, define CO's criteria for engagement in nationwide crisis, how, with whom and niche area/value addition for inclusive humanitarian response.
- Provide direction and guidance to the CO in the implementation of emergency preparedness measures, including refining systems, processes and procedures for a timely and effective emergency response; Develop and roll out adequate programmatic and operational emergency preparedness measures.
- Lead on the engagement with humanitarian partners: Identify implementing partners for inclusive humanitarian assistance delivery nationwide and ensures that the CO has pre-positioned partners in high-risk geographic areas with a clearly defined humanitarian package.
- Support readiness of partners to respond based on the sectors they work in, and in line with CBM Global's humanitarian programme priority sectors (Health: Physical Rehab, Mental Health and Psychosocial Support, Eye Care; Basic

needs: Inclusive Cash Based Interventions, Emergency Livelihoods, NFIs, and Disability Inclusion Advisory Services) depending on context and partners' expertise.

- Agree with partners on common approaches, programme standards, tools and processes.
- Proactively engage in Country strategic planning process and mid-term reviews

Emergency Programme Management

- In the event of an emergency, lead and inform the decision-making process for crisis activations in line with CBM Global procedures and country humanitarian plan by taking immediate action for collecting reliable information to verify the nature and extent of the emergency together with local partners, government, and other humanitarian actors.
- Contribute to determine the intervention priorities by CBM Global NCO and its partners and provide a swift recommendation on the intended response.
- Lead on the development of humanitarian funding proposals and related documents as per need and in alignment with CBM's Global Programme Quality Framework.
- Lead the development and effective set-up of inclusive emergency response and recovery programme strategies and subsequent projects.
- Develop partnerships and provide overall oversight, monitoring and quality assurance of the programme implementation, including timely disbursement of programme funds and maintaining up-to-date records of the same.
- Oversee and be accountable to the overall programme cycle management including developing action plans, ensuring timely implementation of activities as per agreed timelines and within budgets. Ensure allowability, allocability and closely track expenditures and spending of humanitarian programmes.
- Provides strategic oversight and capacity building support to the project/partner staff under his or her supervision.
- Ensure robust humanitarian Monitoring, Evaluation, Accountability and Learning (MEAL) frameworks are built in every crisis.
- Represent CBM Global NCO in relevant humanitarian coordination meetings, and ensure that persons with disabilities are adequately consulted, informed and involved in humanitarian response by establishing and strengthening networks and alliances around disability inclusion in the crisis affected areas in collaboration with local partners and the disability movement.
- Ensure timely and quality programmatic reporting on CBM Global's humanitarian interventions in the country.
- Identifies and proactively address potential challenges and/or risks by working closely with partners and all relevant stakeholders.

Capacity Development and Knowledge Management

- Identify the capacity development needs of the country office teams and partners in disability inclusive humanitarian action and facilitate relevant trainings and other capacity building activities to address the identified gaps.
- Conduct partner assessments and set up a monitoring mechanism to measure the impact of the CO and partner capacity building initiatives.

- Induct CO staff and partners on relevant humanitarian standards and tools (e.g. Core Humanitarian Standard on Quality and Accountability (CHS), Humanitarian Inclusion Standards for Older People and People with Disabilities (HIS), IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action, through regular trainings and refresher exercises.
- Provide technical assistance on disability inclusion to local partners and mainstream humanitarian actors on disability inclusive humanitarian action (including I/NGOs, the UN, donor agencies and the government)
- Contribute towards collective learning within CBM Global through structured documentation of approaches, good practices and lessons learned on disability inclusion in humanitarian action within country, and dissemination of these learnings as part of the humanitarian community of practice.

Networking and Influencing on Disability Inclusion in Humanitarian Assistance

- Represent CBM Global NCO in relevant humanitarian coordination fora (e.g. Protection, Health, Early Recovery Cluster, Cash Working Group, etc. meetings) to promote inclusion of persons with disabilities in humanitarian assistance
- Build functional relationships, establish, and strengthen networks and alliances towards inclusive humanitarian practice in collaboration with the disability movement and like-minded organisations.

Staff Management

- Line manage emergency staff members and consultants; Coach, mentor and build the capacity of emergency staff members; ensure performance management of relevant staff as needed.

Safeguarding

- Accountable for ensuring that all children and adults who come into contact with CBM's programmes, are safeguarded to the greatest extent possible.
- Responsible for ensuring compliance to all aspects of the CBMG Safeguarding and Prevention of Sexual Exploitation, abuse and harassment policies and associated standards and procedures.

Performance Criteria

During times when there is no active emergency response, it is anticipated that the candidate will prioritize emergency preparedness and capacity development of the CBM Global Nepal Country Office team and partners, allocating at least 70% of his or her time to deliver effectively on the results in line with the responsibilities as outlined above. The remaining 30% can be allocated to coordination and technical advisory.

In the event of an emergency, may be dedicated up to 100% to support the crisis and could be deployed in the field for extended period.

Individual Key Performance Objectives (KPOs) will be defined and performance measured in line with the aforementioned requirements

Person Specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

CBM Global NCO welcomes applicants from diverse backgrounds and people with disability.

Experience and knowledge

- Minimum of Seven (7) years of proven professional experience in emergency preparedness, response and humanitarian programme management including in complex humanitarian settings (conflicts, natural disasters, refugee/internal displacement contexts, etc).
- At least five (5) years of experience in partnership management, capacity building and delivering humanitarian assistance through national partners.
- Proven experience of working with variety of stakeholders including UN, INGOs, government and donor agencies, and inter-agency humanitarian coordination.
- Understanding of disability inclusion and related legal frameworks and standards, especially with regards to disability inclusive humanitarian action.

Skill /Competencies/personal qualities

- Experience in strategic planning and management of large and complex humanitarian programmes and budgets.
- Demonstrated experience in strategic oversight, coaching and capacity building of program staff, and managing diverse teams.
- Experience in mainstreaming gender, age and disability in humanitarian programme cycle.
- Excellent project proposal development skills for institutional donors.
- Demonstrated knowledge and experience of practical application of the Sphere standards and their foundational documents (the Humanitarian Charter, the Protection Principles, and the Core Humanitarian Standard).
- Knowledge of the local humanitarian context and related emerging trends, including policy developments and national, regional and global levels.
- Core Competencies: Leadership, Self-starter, Communication skills; Drive for Result and Working with People
- Functional Competencies: Great analysing skills, Go-To attitude: Deciding and Initiating Action, Formulating Strategies and Concepts, Leading and Supervising, Persuading and Influencing, Relating and Networking and Flexibility and change management
- English (professional proficiency) and local / regional language (native speaker or professional proficiency)

- Abide by and display CBM Global core values in all aspects of work.
- Technical expertise and experience in Health, Cash and Voucher Assistance, Protection and Humanitarian advocacy.
- Familiarity and practical experience with humanitarian MEAL frameworks.
- Some experience in disaster risk reduction and resilience work.

Qualification, Training & Education

- Master's degree in humanitarian/development studies, social sciences, disaster risk management or related field.

Employee Benefits

- All full-time employees are entitled to the following benefits.
 - Social Security Contribution equivalent to 20% of monthly base salary.
 - Festival Allowance equivalent to one month salary (on pro-rata basis).
 - Leave entitlement of 18 days annual leave, 12 days sick leave and 3 days casual leave per year.
 - Group Accidental Insurance equivalent to NPR 7,000,000.
 - Medical Insurance to staff and immediate family equivalent to NPR.400,000.
 - Mobile Phone with office number (monthly top-up provided).
- As part of its commitment to its work with people with disabilities, CBM Global NCO aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global NCO is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview. You may have to complete a written test or any other skills test as part of the recruitment process.

Diversity Policy Statement

Our workplace promotes an inclusive and accessible environment that supports all staff to thrive, with provision of reasonable accommodation for employees with disabilities where needed.

We believe that the success of any organisation depends upon its people and their diverse abilities, skills, languages, cultures, and backgrounds. The greater diversity in the staffing of people with different lived experiences helps promote innovation, creativity, and smarter solutions to the constantly changing environments in which we work.

Employment Checks

CBM Global NCO is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and two to three references satisfactory to CBM Global NCO.

How to apply

Closing date: 11 December 2022

Please follow this [LINK](#) to apply.

Please download the **Application Form** from our Application Tracking System ([ATS](#)). Once completed, kindly upload it in the system along with your updated **Curriculum Vitae** (no more than two pages). There is space on the Application Form to include a cover letter, so there is no need to provide a separate cover letter.

For any queries or confusion, please write to recruitment.nepal@cbm-global.org

We look forward to receiving your application.