



**VACANCY ANNOUNCEMENT**  
**CAPACITY STRENGTHENING COORDINATOR**

<b>Organization</b>	NEAR - NETWORK FOR EMPOWERED AID RESPONSE <a href="http://www.near.ngo">www.near.ngo</a>
<b>Position Title</b>	Capacity Strengthening Coordinator
<b>Reporting To</b>	NEAR Executive Director
<b>Working With</b>	All NEAR Network Staff
<b>Programme / Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	One (1) Year (Renewable)
<b>Starting Date</b>	Immediately

**NEAR NETWORK**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The Network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. The NEAR Network Secretariat is hosted by Adeso in Nairobi, with staff based in various countries.

**POSITION SUMMARY**

The Capacity Strengthening Coordinator (CSC) is responsible for developing, coordinating, managing and implementing the NEAR Capacity Strengthening Programme in Asia, Africa and Middle East with a focus on 5 countries. The post-holder will be based in the Nairobi office, but will be expected to travel frequently within Asia, Africa and Middle East region and more specifically to Nepal, South Sudan, Somalia, DRC and Turkey.

The NEAR Network capacity strengthening programme is funded by OFDA and ECHO and works with 25 partners in five countries (Nepal, South Sudan, DRC, Somalia and Turkey). The goal of the programme is to strengthen members' ability to manage and deliver quality emergency preparedness, response, recovery and resilience programmes. It aims to strengthen organisational capacity of members and raise awareness, commitment and understanding of humanitarian principles and standards across members. The programme focuses on providing in-depth support to a small number of members to develop their leadership, compliance and financial management, communications and fundraising.

The CSC will work with members to identify and prioritise their capacity development needs in order to manage and deliver quality emergency preparedness, response and recovery programmes through conducting capacity self-assessments and developing capacity development plans. Support members to implement capacity development plans through accompaniment, technical expertise, and training and long-term capacity development, using participatory learning processes so members improve their organisational systems and



staff capacity. Support members to develop strong systems and procedures for emergency preparedness; programme management and accountability including meeting sectorial standards. Develop and support members' leadership, management and core humanitarian skills, work with consultants and staff from other NGOs to provide training or run workshops as needed.

The CSC oversees the work of 5 members per country to assess and prioritise their capacity development needs and strengthen their ability to prepare and respond to crisis in their communities. They will support members through providing ongoing guidance and advice, facilitating peer learning and sourcing specialist technical support. The post-holder will design, coordinate and facilitate participatory learning processes with members. The post-holder will represent the NEAR in the humanitarian capacity development programming in Africa, Asia and Middle East region identifying opportunities for collaboration within NEAR and with other key stakeholders. The post holder will be a member of the NEAR team and will feed into the learning and direction of the programme.

The post holder will work closely with NEAR Executive Director and secretariat programme staff including the member hosting agency or network. The post-holder will also work with Adeso staff on quality management of the project and will also work closely with the local members and other strategic partners.

#### **ACCOUNTABILITY**

This post will be managed by the NEAR Executive Director. The post holder has budgetary and line management responsibilities.

#### **SPECIFIC ROLES AND RESPONSIBILITIES**

##### Management and Development of the Capacity Strengthening Project in Africa, Asia and the Middle East (30%)

- Provide oversight, management, monitoring and review of the humanitarian capacity development work with individual members and the wider impact of the programme in each country.
- Direct line manager of 2 Capacity and training officers in Asia and Middle East
- Develop detailed work plan with the project staff.
- Review requests from member organisations for capacity development support.
- Capture & share learning experiences including peer learning, and adopt good practices.
- Commission and oversee the work of consultants and service providers working on humanitarian capacity development.
- Contribute to the development of funding proposals for capacity development work as required.
- Ensure monthly reporting from the capacity strengthening team to the secretariat and donors
- Ensure regular meeting with the Finance and Grants officer to review the Budget versus Actual expenditure to ensure the project is on track.

##### Provide Accompaniment and Capacity Development Support to Members in Africa, South Sudan, Somalia and

##### DRC (60%)

- Develop selection criteria and identify organizations to benefit from organizational capacity support.
- Oversee the support to 25 organizations to use the self-assessment tool to conduct organizational capacity assessments and develop customized capacity strengthening plans.
- Oversee support to 25 organizations to implement the capacity strengthening plans, including individual and joint organizational learning activities.
- Organise leadership forums and peer learning events



- Establish a learning platform to share resources and facilitate collaboration peer support and learning across organisations.
- Collaborate with others to establish a platform of mentors, who can provide coaching and mentoring for SNGOs.
- Monitor and track progress made based on individual baselines and identified gaps.
- Ensure end line organizational assessment is commissioned at the end of the project
- Organise Capacity Strengthening Mid Term review meeting.

#### Collaboration (10%)

- Act as a focal point for liaising with members and external stakeholder on NEAR capacity strengthening mandate.
- Coordinate with partners and other INGOs/networks in the region to identify potential opportunities for collaborating on training or capacity development and prevent duplication.
- Support the Regional Team to build and strengthen relationships with member agencies and agencies of strategic importance in relation to humanitarian capacity development.
- Represent NEAR in relevant working groups and interagency for the purposes of coordination and learning.
- Develop and share tools, resources and learning within membership and with other key internal and external stakeholders.
- Strengthen the capacity of NEAR staffing humanitarian response.

### **SKILLS AND QUALIFICATIONS**

#### **Understanding Our Context**

- Actively supports NEAR vision, mission and values and what we aim to achieve.
- Commitment to and demonstrated experience of working with humanitarian principles, standards and best practice.

#### **Working Together**

- Actively supports NEAR mission and values.
- Ability to work comfortably members.
- Ability to work in a cross-cultural environment.

#### **Making Change Happen**

- Ability to take the initiative, work autonomously, creatively, innovatively and effectively to make decisions with limited direct supervision.
- Ability to quickly establish and maintain trusting, effective relationships to achieve results in short-timeframes.
- Ability to share complex information, influence and liaise with key stakeholders effectively in line with NEAR principles.
- Highly organised with the ability to manage multiple tasks.



### **Technical skills and experience:**

- Proven successes in working with local organisations in capacity building particularly in emergency preparedness and response.
- Experience of supervision of staff working remotely across different regions
- Experience of facilitating internal change processes and participatory learning processes.
- Experience of managing emergency preparedness and response project
- Experience of organisational capacity assessments and capacity development plans.
- Understanding of emergency preparedness planning and procedures.
- Experience of developing and using programme cycle management tools including monitoring and evaluation frameworks and data collection and analysis tools.
- Good financial and budget management skills.
- Understanding of and ability to influence others to incorporate accountability, DRR, gender, protection, HIV/AIDS and diversity in their humanitarian work.

### **Attitudes:**

- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates self-awareness and willingness to change own practice and behaviour.
- Tackles conflicts in a balanced way.

### **Other:**

- Fluent in written and spoken English, local South Sudanese languages and/or Somali.
- Knowledge and experience of Africa, Asia and Middle East region.
- Able and willing to travel within Africa, Asia and Middle East for up to 4 months annually, sometimes at very short notice and to potentially insecure and difficult environments.

---

### **Desirable Job Specific Requirements**

---

- Experience of coaching, mentoring and mediation.
- Experience of managing a team remotely
- A background in organisational development, management, leadership or HR.
- Proven experience of successfully managing an operational emergency programme.
- Experience of working and liaising with international bodies and consortia.

*In the event of an emergency the post-holder may be required to provide technical support and guidance to partner organisations and member programme staff on the planning, management and delivery of high quality humanitarian programmes.*

*This job involves frequent travel within Africa, Asia and Middle East for up to four months per year (possibly more in exceptional circumstances) and to undertake the above tasks in project locations worldwide, sometimes in insecure environments and at short notice.*

*This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.*



### **APPLICATION PROCESS**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@near.ngo](mailto:jobs@near.ngo), quoting the position in the email subject matter, by **February 7, 2017**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. The NEAR Network is an equal opportunity employer**