

## JOB DESCRIPTION

Position:	Head of Programme
Reports to:	ACAPS Director
Supervision of:	Programme team (analysis, roster and field staff)
Duty Station:	Geneva
Travel:	up to 30% depending on field programming needs
Duration and contract type:	permanent, 100%

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### ACAPS' PURPOSE

ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis. Our team supports the humanitarian community by providing up-to-date information on more than 40 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem.

The position as Head of Programme (HoP) has to ensure the management, quality assurance and continued development of ACAPS analysis and assessment work. HoP is a member of the senior management team.

### JOB DESCRIPTION

#### Purpose of the Position

The HoP is responsible for the overall quality of ACAPS' analytical products, operational activities and innovation. HoP must ensure coherence between ACAPS' different workstreams and is responsible for fostering a highly effective and functional programme team.

#### Overall responsibilities

- To manage the analysis team leaders and the operation coordinator;
- Ensure that quality assurance processes are in place for ACAPS' analytical products;
- Contribute to the development of the ACAPS roster to ensure highly experienced and well-trained roster members are available when needed, together with NRC/EDN, Oslo;
- Strategically position ACAPS vis-à-vis the humanitarian system, and strengthen partnerships;
- Ensure a strategic approach to innovation, ensuring that tools and methodologies continuously evolve in line with the operational requirements;
- Support identification of new funding opportunities to grow ACAPS' operational activities;
- Participate in meetings of the ACAPS Consortium.

#### Analysis

- Provide strategic leadership to the analysis team;
- Drive the development and deepening of ACAPS' analysis;
- Ensure that adequate editorial and technical support is available to the analysis team;
- Ensure the continued professional development of the analysis team through training and mentoring;
- Ensure that the overall focus of ACAPS analysis is in line with the main operational challenges and risks facing the humanitarian system;
- Identify and develop strategic partnerships at global, regional and country levels.

### Field based support to humanitarian analysis and assessments

- Lead on scoping/defining concept of operation for field deployments;
- Foster links between them and the full time ACAPS analysis team;
- Oversee projects to ensure donor commitments are met and on-going M&E is integrated into project management.

### Critical interfaces:

- ACAPS Consortium.
- Humanitarian agencies including INGO staff at field and HQ level and UN operational agencies' staff.

## **COMPETENCIES**

### Professional-Competencies:

- Relevant master's degree or equivalent experience, preferably in management, social sciences or international development.
- At least 10 years field and headquarters experience in the humanitarian sector, including a minimum of 2 years' experience in a senior management position.
- Solid understanding of the principles of emergency preparedness, response and early recovery. Proven people management skills, including outstanding coordination, communication and strong inter-personal skills, including proven capacity to persuade and influence others.
- Ability to make rapid decisions, sometimes with incomplete or imperfect information during a fast-changing situation.
- Proven ability to work strategically to set goals of a project and flexibility and creativity in realising them.
- Demonstrated understanding of needs assessments in humanitarian crisis.
- Demonstrated analytical and problem solving skills and results oriented approach.
- Fluent written and oral communication skills in English; Working knowledge of French desired.
- Knowledge of standard ICT office support tools including spreadsheets, word-processing and presentation software.

### Transversal competencies

- Adhering to Principles and Values
- Working with people
- Persuading and influencing
- Leading and Supervising
- Formulating Strategies and Concepts
- Adapting and Responding to Change