



TERMS OF REFERENCE (TOR)

Job Title	Disaster Response Coordinator (DRC)
Hiring Office	Country Office
Location	
Job Title of Immediate Supervisor	Country Director (CD)
Job Title of Persons Supervised	Program Staff, onsite Support Staff, Contractors, Volunteers, Drivers, Casual Labor

Job Summary

The Response Coordinator is the focal person on the ground for the Emergency Response. Manage the effective execution of FORAFRIKA Disaster Response Program. Represent FORAFRIKA in the geographic area of intervention to Donors, Local Government, Community Leaders, Aid Agencies, UN agencies, Contractors and other Stakeholders.

Manage FORAFRIKA program & support functions in Disaster Response area. Provide timely administrative & logistic support to program activities. Formalize decisions based on budget, time and quality in the best interest of FORAFRIKA and beneficiaries. Ensure that technical knowledge is availed, incorporated and documented from FORAFRIKA team and independent experts (when required).

Main Tasks

- **Human Resources.** Work closely with Program staff to ensure all employees, casual labor, and incentive staff are engaged correctly as per FORAFRIKA Human Resource Policy. This includes:
 - Recruitment of approved positions, local government approval, interview, facilitate employment contract, job description.
 - Maintain a complete staff file for each employee / casual laborer. See that employment contracts are renewed timely with approval of Country Director / Disaster Response Director.
 - See that staff is correctly maintained. Remunerated on time (including verification of timesheets), clothing (protective & organizational), medical, leaves, and accommodation – as per policy.
 - Development of staff through formal courses and on the job training.
 - Initiate disciplinary / corrective actions when needed.
 - See that terminations & end of employment contracts are administrated correctly.
 - Leads staff planning for the site in close liaison with senior management & technical staff.
 - Coordinate staff movement & travel authorizations of the site.
- **Program Support.** Liaise closely with FORAFRIKA Program Leads on program needs, and provide best support possible considering time, cost, and quality. Ensure that program staff:
 - Is updated daily on the progress of the support they require. Ensure open communication channels with support offices and that online tracking is available for each component.
 - Activities are aligned to donor funding and priorities.
- Lead initiation of contracts for Construction and partnership MOUs. Coordinate with Country Director / DRD for approval.

- **Supply Chain.** Oversee the site's supply chain and align structure to provide the best possible support in timely manner. Details specific are reflected on the job descriptions of the Logistic Officer, Warehouse Supervisor, and Drivers. Ensure that:
 - Online trackers are updated daily for Procurement status & Inventory.
 - All FORAFRIKA vehicles are deployed to best serve program needs and that usage coordinating system is in place. Vehicles must be tracked, have logbooks, operated legally, be road worthy, insured, and meet FORAFRIKA security requirements.
- Facility rental & maintenance is adequate to support program needs. Contracts should be updated. Facilities should be safe and have stable water & electricity.
- Ensure that the site has consistent communication capacity in email, internet, VHF radio and sat phone for back-up.
 - Actively reduce damage to equipment, abuse, and see that it is used for its correct purpose.
- **Finance.** Oversee the site's financial activities and ensure that timely support is provided to program needs. Ensure operations are compliant to FORAFRIKA Financial SOP. This includes:
 - Financial planning for new budgets. Submitting of a monthly cash projection. Participating in finance pipeline planning.
 - Ensure that laws and regulations of the funding entity is implemented diligently. Stay up to date with funder financial rules.
 - Avoid keeping cash on site or driving around with cash. When expenditures arise, draw cash and pay immediately. Make maximum use of electronic payment methods such as bank transfers and mobile phone payments.
 - Record Keeping & Reporting – ensure that an accurate journal is maintained online and updated daily with shared visibility to CD and GSO.
 - Provide close supervision to the site's payroll. See that it is correct, submitted for approval by 18th of each month, and paid by the 28th.
- **Managerial.** The Response Coordinator is in regular contact with the CD, DRD & Country Management in order to insure smooth running of all the site's departments and activities. Most of this communication is done in writing to ensure proper documentation. It includes:
 - **Procedures.** Ensure that FORAFRIKA Country Policy & Procedures are followed within all the site's activities as well as GSO Disaster Response Policy & SOP's. Apply corrective action & report violations to the Country Director.
 - **Standards.** See that program activities follow SPHERE standards.
 - **Coordinate.** With local government and other humanitarian organizations on FORAFRIKA program activities. Maintain positive relationships with all stakeholders.
 - 1) Chair weekly coordination and share minutes the same day.
 - 2) Ensure there is regular contact with community leaders on FORAFRIKA program activities.
 - **Donors.** Handling of donor visits to site & related liaison.
 - 1) Actively source new funding opportunities.
 - 2) Assist with drawing up new proposals.
 - 3) Ensure that active proposals are implemented on site according to approved Implementation Plan.
 - **Safety & Security.** Proactively manage the safety & welfare of staff and assets as per FORAFRIKA Security Policy & SOP's.
 - 1) Lead updating of the site specific safety procedures such as security file, communication plan, compound safety, and evacuation planning.
 - 2) Implement risk reduction actions. The Site Coordinator is the site focal person for security and should authorize or stop activities based on joint risk assessment.
 - 3) Ensure security information is shared timely by creating effective dissemination structures. Example radio / sms to drivers and staff in the field.

- **Reports.** In coordination with Program Leads provide written reports using standard formats used by FORAFRIKA and Funders. Ensure that reports are submitted timely. At present the following reports are required (apart from logistic & finance):
 - 1) FORAFRIKA internal situation report – weekly – due Friday COB.
 - 2) Funder Reports per grant.
 - 3) As local government may require.
- **Communication.** Responsible for all official communication of the site, including to local government, partners and other aid agencies.
- **Information.** Stay up to date with latest developments in your area of operation. Feed key information to FORAFRIKA site staff, DRD and Country Management. This is essential to support decision making for the site’s activities, future planning, and safety of staff.

Expected Result:

- Primarily - FORAFRIKA Management anticipate that this Response Office will host effective programs meeting the above criteria in a timely manner.
- Secondary - Establishing long term office capacity and prove that the Response Office has the required accountability needed to run itself effectively with limited off site supervision, thus building donor confidence in FORAFRIKA’s capacity for future funding.
- In Depth – From day one all activities must be in tandem with the phase out plan, building of beneficiary ownership, and ensuring maximum impact of resources.

Guidelines & Boundaries:

- Chiefly - FORAFRIKA Policy & Procedures related to each department.
The Response Coordinator can authorize activities set out within the above Main tasks. Matters typically requiring supervisor approval are:
 - Expenses > \$1000.
 - Any non-regular staff staying in FORAFRIKA compound.
 - Any new recruitment / employment.
 - Any contract, agreement, MOU.
 - Any vehicle movement outside the Response Area.
 - Though the above list is not exhaustive it is indicative to provide guidance.
- If in doubt, contact the Country Director or in his/her absence the Disaster Response Director (DRD) at Global Support Office (GSO).

Consequences:

- The Response Coordinator’s ability to master the above demands will directly reflect in the impact of the program, the life given to beneficiaries, and the welfare of FORAFRIKA staff.
- FORAFRIKA endeavors to develop staff for long term capacity building even though FORAFRIKA programs might come to a sudden end due to funding. Development happens through on the job training and self-study. Ask the DRD for guidance, material, and reference to courses.
- Negligence and failure to meet this Job Description can result in devastating effect on beneficiaries who are dependent on FORAFRIKA programs; it can negatively affect donor funding; and the safety of FORAFRIKA staff. Any such negligence may result in swift remedial action by the DRD / Country Management.

Person Specification – Minimum Requirements:

- Citizen in country of operation.
- Proven track record project managing Nutrition or Food Security and Livelihoods projects.
- Academic qualification related to Nutrition or Livelihoods. University degree or higher.

TOR – Disaster Response Coordinator – Country Level

- Minimum three (3) years' experience in managing nutrition or food security and livelihoods in a disaster response.
- Fluent in Portuguese, proficiency in English, and preferably a local dialect.
- This position is recruited as local hire and must be willing to live and work in the Disaster Zone for the duration of the contract.
- Demonstrated project management skill.
- Computer literacy and ease of adoption to new software.
- Drivers license for small vehicles including 4x4.

Person Specification – Preferred:

- Previous experience in managing large internationally funded humanitarian projects.
- Familiar with funding regulations of USAID, ECHO, DFID, and UN.

Disclaimer: *Please note that CV's will be shortlisted as and when received as this position needs to be filled urgently.*

How To Apply: All interested candidates should send their CV's to recruitment.sa@forafrika.org
By the closing date: 25th November 2022

We are committed to a work environment that respects the dignity and worth of everyone and offers equal opportunity. ForAfrika operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment and Bullying.