

# Project Officer – Humanitarian Team

## Position Description

<b>Reporting to:</b>	Head of Humanitarian	<b>Work location:</b>	Flexible working arrangements
<b>Department:</b>	International Programs Division	<b>Budget holder:</b>	No
<b>Team:</b>	Humanitarian Team	<b>Direct reports:</b>	No

### Role Purpose

The Project Officer will support the Humanitarian Team to deliver high-quality strategic projects on time and on budget, and support activities that build our profile in emergency response in Australia and the Pacific Region. The role will liaise with internal stakeholders to support domestic emergency response activities. Additionally, it will provide support to Pacific preparedness and response activities as well as humanitarian programming needs that arise globally.

This role will work closely with the Head of Humanitarian, Emergency Preparedness and Response Advisor, State Directors and Humanitarian Focal Points in the Pacific, as well as the members of the International Programs division. This is a 12-month contract position with the possibility that it is extended, pending funding and opportunity.

### Key Areas of Accountability

#### Supporting the coordination of domestic emergency response activities

- Coordinate and liaise with internal stakeholders to plan and implement the strategy for engaging in domestic disaster response for all relevant states.
- Monitor the relationship management with State Emergency Response actors and report on progress.
- Engage with state-led emergency focal points to identify and national staffing roster for relevant response interventions.
- Lead other discrete projects which may include working with practice specialists on the development of technical materials and trainings, developing systems and processes to support the domestic response strategy and supporting operational support.
- Re-design and run monthly Disaster Response Communities of Practice, where relevant.

#### Emergency Preparedness Planning in the Pacific

- Support in the implementation of preparedness capacity development plan for the Pacific, including the coordination of 2023/2024 emergency preparedness workshops and technical trainings.

#### Project support

- Lead or support discrete projects, which may include, drafting design concept notes, project designs, budgets, workplans, proposals, evaluations, progress and final reports, and other supporting documents as required to support humanitarian activities as they arise globally.

#### Humanitarian and Emergency Affairs support

- Provide critical support to the Humanitarian team in times of crises and emergency response.
- Be prepared to deploy if necessary, either remotely or physically, to support in response activities.

- Update the Humanitarian and Emergency Affairs intranet page to ensure all key materials are present and up to date.
- Support on various other themes including, gender, disability, MEAL, proposal writing and reporting, program briefs, etc.

### **Health, Safety, Security and Risk Management**

- Lead and promote a culture of strong governance promoting employee health, safety and security and organisational risk management
- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

### **Child Protection and Safeguarding**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

## **Person Specification**

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### **Essential knowledge or experience**

- Highly developed verbal and written communication skills and the ability to work across organisational boundaries including with the Pacific country teams.
- Demonstrated ability to consult with diverse stakeholders to produce appropriate and agreed solutions
- Demonstrated ability to support projects across remotely located working environments
- Familiarity of DFAT and/or the Australian Humanitarian Partnerships, in particular ability to draft proposals or reports for DFAT funding.
- Experience working independently in a coordination role, prioritising, problem-solving and multi-tasking
- A solid understanding of the domestic or international emergencies sector and systems
- Knowledge or experience working alongside communities impacted by disaster

### **Required qualifications and/or accreditations**

- Degree in relevant field, such as International Development Studies
- Experience in humanitarian or development settings is desirable
- Experience with an International NGO is desirable

<b>Driver's Licence:</b>	No	<b>Travel:</b>	Possibility of domestic and international travel
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop