



ADRA
EUROPE REGIONAL OFFICE
Job Announcement

Emergency Response Coordinator

ADRA Europe Is an exciting workplace established as the Regional office of the ADRA Network in Europe. We are the Seventh-day Adventist Church's relief and development organisation. We are part of a global network, present in 118 countries and work directly with 30 offices in Europe. Our work is based on the Christian perspective of humanity and respect for individual dignity.

Job Title Emergency Response Coordinator

Reports to: Head of Programmes and Emergency Response Unit

Resume of the Job:

1. Coordinate the ADRA Europe regional response to the Ukraine crisis
2. Coordinate the regional emergency response operations

Percentage of Time: 100%

Job Description:

- Coordinate ADRA European response to the Ukraine crisis
- Coordinate emergency response to new disasters in Europe
- Promote capacity building in Emergency Response and preposition across Europe
- Ensure that a long-term strategy leads the Emergency Response in Europe
- Develop training sessions with European ADRA offices on Emergency Response
- Gather information from country offices and regularly report to ADRA Europe and EMU
- Represent ADRA in meetings related to Emergency Response and Civil Protection in Europe
- Assist ADRA European offices in updating their National Emergency Preparedness and Response Plans
- Actively collaborate in the general operations of the office
- Perform other duties as designated by the Head of Programmes.

Education of the Candidate:

- Advanced degree in International Development, Humanitarian Aid or any related field
- Fluent in oral and written English
- Knowledge of any other European language(s)
- Sound working knowledge of Microsoft Office.

Competences:

- Five years or more of experience as a senior manager in emergency response programmes.
- An understanding and experience of working with the ADRA Network.

- Excellent communication skills, both verbal and written, as well as negotiation and administrative abilities.
- Knowledge and experience in the European Funding Instruments for CSO.
- Knowledge and experience working with SDA Institutions.
- Technical understanding and competence in project cycle management (PCM), including analysis, design, assessment, resourcing, implementation, monitoring and evaluation.
- Financial management skills such as strategic budgeting and monitoring.
- Have an interest in and an aptitude for cross-cultural activities.
- Capacity to coordinate and promote programmatic partnerships among ADRA country offices.
- Pro-active and results-oriented mindset.
- Ability to represent ADRA in a variety of public settings.
- Capacity to coordinate emergency response operations in the field.
- Show initiative and be self-motivated.
- Be guided by transparency and accountability principles at work.
- High level of problem-solving skills with the ability to work under pressure. Excellent time management skills with the ability to plan.
- Ability to work autonomously and as part of a team.
- Motivation to work in a faith-based civil society organisation

Travel

- Availability for international travel required, approximately 30% of the time.

Office

- The job will be performed from home office, without the need for the recruited candidate to move.

Mental/Emotional Requirements:

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines on time; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public professionally and pleasantly.

Physical Requirements:

The successful candidate must be able to perform essential job functions with or without accommodation. The incumbent should be in optimal health and available for travel in general.

Remuneration and Benefits: According to experience and the SDAC wage scale

Contract Term: 2 years with possibility to renew

Deadline for applications: 15th July 2022

Address for applications: info@adra.eu

ADRA considers diversity an asset and human uniqueness an important resource. All interested and qualified candidates are encouraged to apply for the position.

In ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions, including background checks to ensure the safeguarding of children and vulnerable people and the prevention of abuse.