

Role Profile

Senior Humanitarian Advisor, Global Humanitarian Assistance Programme

Location: UK - Bristol or UK home-based (*candidates based in Geneva or other EU locations who also have the right to work in the UK may also be considered*)

Who are we? Global Humanitarian Assistance (GHA) is one of Development Initiatives' core programmes. We are an international independent research organisation and GHA is well-regarded across the sector for providing clear, objective evidence on humanitarian assistance. We believe better information is essential for better humanitarian response, improving decision-making, effectiveness and accountability. We also make the connections beyond humanitarian assistance, looking at all resource flows that go to address the wider risks and vulnerabilities facing people in poverty and crisis.

Who are we looking for? We are now seeking someone with humanitarian experience and vision, as well as flair for analysis and communication. In the role of Senior Humanitarian Advisor, they will play a key role in a new phase of GHA's work. The post-holder will drive forward new areas of research on needs, risk and vulnerability. They will catalyse and convene new networks in this area, representing the organisation and reaching out to key international actors both within and beyond the humanitarian sector. They will also contribute to our core products, including the GHA Report and crisis briefings, used and cited by humanitarian practitioners and policy-makers across the world.

The role will involve regular domestic and international travel, including to the DI office in Nairobi, to develop, inform and communicate research.

Previous candidates for this post need not apply.

Person specification

Education/qualifications

Essential

- At least five years' post-qualification experience working on humanitarian-related policy development, research and analysis.
- At least two years' post-qualification experience working in a humanitarian setting.

Desirable

- Practical experience at the interface of humanitarian and development.
- Masters or equivalent in a relevant subject.

Knowledge/technical skills

Essential

- Proven understanding and experience of the humanitarian system, including financing mechanisms and the various actors involved in the funding and delivery of humanitarian assistance.

- Strong engagement and networking experience, able to actively contribute to and forge networks with and between diverse actors at all levels within and beyond the humanitarian sector.
- Track-record in conducting high quality analysis and research involving a combination of quantitative and qualitative analytical skills. Creative and tenacious in sourcing data from a range of sources and systems.
- First-rate written skills evidenced in published work, with the ability to present complex issues simply to a wide audience.
- Excellent presentation skills, with experience in public speaking and facilitation.
- Fluency in written and spoken English.

Desirable

- Highly numerate, with strong quantitative skills and aptitude for rigorous data manipulation as well as effective presentation through graphics and visualisations.
- Some experience of using databases and statistical analysis, including knowledge of the various international data sources particularly OECD Development Assistance Committee, UN OCHA FTS and World Bank.
- First-hand knowledge of needs, risk and vulnerability indicators and assessment methodologies used by UN agencies, donors and NGOs.
- Familiarity with development issues, in particular chronic poverty, and understanding of their application in conflict and disaster settings.
- Ability to work in an additional language (e.g. French or Arabic).

Personal skills/qualities

- Excellent interpersonal and networking skills coupled with the ability to build strong and lasting relationships with stakeholders, clients and colleagues.
- Creative and innovative in developing new ways of accessing and interpreting data; able to recognise research needs and proactive in seizing opportunities to put ideas into practice. Able to question the validity of information and offer ideas and solutions.
- Rigorous and conscientious with the ability to see a task through to completion and overcome obstacles.
- Able to work under pressure yet deliver on time with attention to detail and accuracy.
- Able to manage workloads working to deadlines and on multiple projects simultaneously.
- Investigative by nature and persistent in obtaining new information and data.

Duties/Responsibilities

Research and analysis

- Develop and lead new research and engagement work on humanitarian needs, risks and vulnerabilities to promote a shared understanding to inform funding decision-making.
- Carry out in-depth research and provide data and policy analysis on other key themes according to team priorities – including humanitarian funding mechanisms and architecture, and approaches to fragility.
- Contribute to flagship reports and analytical tools and products, including the annual GHA report and regular crisis briefings.
- Provide ad hoc responses to any relevant queries that are presented through the GHA Help Desk public enquiry service.

External engagement

- Identify, forge and manage connections with relevant individuals and institutions, at global, donor capital and humanitarian country levels.

- Catalyse and convene new networks of key actors on needs, risk and vulnerability, both within and relevant to the humanitarian sector, organising virtual groups and workshop events.
- Engage constructively with evolving policy debates including identifying and participating in relevant workshops, meetings and policy processes.
- Engage with and support a wide range of actors, including governments, NGOs and civil society organisations, to access and interpret data and information on humanitarian assistance through workshops and presentations.

Other GHA team responsibilities

- Propose and develop original ideas into new areas of work and new partnerships.
- Work with colleagues in UK and Kenya to contribute analysis and develop opportunities for cross-programme working.
- Provide line management and/or work plan support to the programme's researchers and analysts as required.
- Lead or contribute to ad-hoc bespoke consultancy analysis.

Contractual details

Start date: asap
Location: Bristol, UK but flexible home-working arrangements for the right applicant for Geneva or other EU locations (*with right to work in UK*)
Salary Scale: £34,000 to £39,000
Hours: 35 hours per week
Contract: Fixed Term contract until 31 December 2015
Probation: 3 months
Leave: 25 days plus all bank/public holidays
Benefits: We offer a range of financial and well-being benefits which are detailed on our web-site at <http://devinit.org/about/working-us/>

Application details

Your CV (no more than 3 pages) and covering letter which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Janet Reilly (HR Business Partner) at HR@devinit.org, quoting ref: 'SHA' in the email subject. Your letter should also include salary expectations, notice period and where you saw the job.

Please also send two samples of your written work (preferably published), these can be sent as attachments or hyperlinks.

Closing date: Sunday 9th February at 5:00pm
Interviews: First round 13 or 14 February. Second round interviews tbc.

Other

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the relevant Country. We are unable to offer sponsorship.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.