



Emergency Response Manager

Plan International Belgium has been working for over 40 years to create a fair and safe world for all children. All children, boys and girls, have the right to enjoy a quality education and opportunities for personal development. However, throughout the world, girls are still too often disadvantaged, discriminated against and sometimes even abused.

Plan International Belgium is part of an ambitious international federation with projects in almost 80 countries (including Belgium), worldwide. Our projects generate impact by influencing policy, raising awareness and implementing projects with and for children and young people.

Plan International Belgium is a growing organisation. In the last five years, our income has increased from 14 to 20 million euros and we have grown from 40 to about 60 highly committed colleagues.

In order to realise its great ambitions and its mission for children, Plan International Belgium is looking for an enthusiastic and competent **Emergency Response Manager** for its International Programmes department.

Your role as Emergency Response Manager

The Emergency Response Manager will work within the International Programmes department and will be responsible for the result areas and main roles defined below, in order to ensure the quality of the implementation of Plan International Belgium's humanitarian projects, the achievement of results and the mitigation of associated risks.

Tasks and responsibilities

Management and supervision of a portfolio of humanitarian projects

- Provide technical and managerial support to the project implementation teams based in the partner countries to ensure the achievement of expected results
- Ensure proper planning and implementation of activities (work plan, relevance, timing, adequate support)
- Ensure the monitoring of activities, achieved results and performance indicators
- Coordinate reporting to institutional donors, including compiling for consortia

Monitoring and analysis of the humanitarian situation, strategic reflections and coordination of Plan International Belgium's positioning in case of crisis

- Ensure the monitoring of the humanitarian context in a number of partner countries
- Collect, consolidate and share appropriate information to enable informed decision-making and a coordinated response
- Participate in the positioning of the organisation in the event of a crisis
- Actively contribute to strategic reflections (on the humanitarian component)

Contribution to the implementation of the strategy of the International Programmes Department of Plan International Belgium

- Actively contribute to strategic reflections within the International Programmes department
- Identify opportunities for developing new activities in partner countries
- Contribute to the development of new activities in the countries for which he/she is responsible

Administrative and financial management of humanitarian grants

- Ensure financial monitoring and compliance of projects (with the support of specialised teams)
- Identify risks (financial, reputational, operational) related to the implementation of projects, and take the necessary corrective measures in consultation with relevant colleagues

Representation of Plan International Belgium

- Represent Plan International Belgium vis-à-vis Plan International Country Offices, humanitarian partners and institutional donors
- Represent Plan International Belgium in thematic DRM/humanitarian meetings

Development and maintenance of technical expertise

- Develop sufficient technical knowledge in at least one of Plan International's thematic areas: Protection from Violence, Inclusive Quality Education, SRHR or SOYEE (Skills and Opportunities for Youth Employment and Entrepreneurship)
- Develop sufficient gender expertise

Your profile:

The candidate must already have a Belgian national registration number and a work permit for Belgium. This function is carried out from Belgium.

Knowledge, experience and skills:

Level of education/experience

- Master's degree or equivalent in development science, humanities, social sciences...
- At least 5 years of relevant experience in the field of international cooperation in humanitarian and/or development programmes
- At least 3 years of relevant experience in project management or coordination positions based in the field

Knowledge/Expertise

Professional knowledge:

- Excellent coordination, planning and organisational skills with the ability to manage complex tasks to agreed deadlines
- Thematic expertise: good technical knowledge of one or more of Plan International's thematic areas (child protection & prevention of GBV, education, youth economic empowerment)
- Good knowledge of and experience with security, risk assessment and management, humanitarian principles and minimum standards in humanitarian actions
- Donor expertise: good knowledge of the requirements, procedures and priorities of humanitarian donors (e.g. ECHO, DGD, UN)
- Well-developed conceptual, critical and analytical thinking with the ability to convey complex information in a clear manner
- Excellent communication and interpersonal skills, and the ability to work sensitively with people from diverse cultural and social backgrounds
- Ability to work flexibly under pressure, prioritise and meet deadlines
- Language skills:
 - Bilingual French / English
 - Knowledge of Dutch, Spanish or Arabic is an asset
- You are able to travel to the intervention countries for several weeks at a time

Personal profile and skills

Core competencies

- Project cycle management
- Review and compilation of reports
- Understanding field partnerships mindset
- Good writing skills
- Understanding children's rights, girls' rights and gender equality issues
- Achieving objectives
- Working in a team
- Being committed to the organisation
- Demonstrating a digital mindset
- Behaving in accordance with the core values of Plan International Belgium

Functional competencies

- To collect, process and analyse information
- To organise and plan
- To support
- To advise
- To demonstrate reliability and empathy

Our offer :

- ✓ A full-time contract of employment for an indefinite period
- ✓ Competitive remuneration in the NGO sector, complemented by extra-legal benefits (group insurance, hospital insurance, meal vouchers, free public transport (commuting), telework bonus)
- ✓ A rewarding work environment in a Belgian and international context, within an international and ambitious NGO
- ✓ The opportunity to make a difference for children and young people in our partner countries and in Belgium

- ✓ An opportunity to develop professionally with competent, motivated and committed colleagues

Plan International Belgium is located in the heart of Brussels, right next to Brussels Central Station. Telework can be combined with working from the office.

Interested?

We look forward to receiving your CV and cover letter!

Send your **CV** and **cover letter** to job@planinternational.be with the reference "Emergency Response Manager" by 30 June 2024.

If you live outside Belgium, please confirm that you have a Belgian national registration number and a work permit when you apply.

Safeguarding Children and Young People

As part of the Safeguarding Children and Young People scheme, we ask each employee to submit a criminal record extract (model 2).

Equal opportunities are very important to Plan International! We therefore select you on the basis of your qualities and skills, regardless of your age, origin, gender, sexual identity, religion or other criteria unrelated to the position.