

TEARFUND JOB PROFILE

ROLE	SECTOR ADVISOR – <i>Shelter / Construction</i>
PROGRAMME	HAITI
LOCATION	Port Au Prince
DATE REVIEWED	February 2010

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Sector Advisor is responsible to provide technical support for specific sector for the design, implementation and management of projects across a Tearfund DMT programme. The Sector Advisor is also responsible for developing and overseeing the implementation of the programmes external advocacy activities within the UN, NGO and Government community

2. POSITION IN ORGANISATION

- Grade: A3
 - Reports to the Programme Director or Deputy Programme Director
 - Line manages any Policy Officer for the sector. the Project Managers where appropriate
 - Works closely with the ACs in undertaking mutually agreed assignments
 - Dotted Line responsibility with area level Sector Managers
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3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
 - The post-holder will be required to participate in the spiritual life of Tearfund in the following ways:
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflection during Group or Team prayer times.
 - To be committed to the outworking of Tearfund's Mission, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's statement of Faith and Tearfund's evangelical Christian beliefs.
 - To maintain a Christian faith through personal spiritual development and a relationship with God.
 - To provide support and spiritual guidance to staff, in line with biblical principles to demonstrate Tearfund's Christian distinctiveness and ethos.
 - The post-holder will be expected to behaviour in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- As a member of the programme's Senior Management Team (SMT), help to shape the **overall strategy** for the programme as articulated in the Programme Framework (PF), and ensure that programming in the specific sector reflects this strategy.
- **Monitor the humanitarian situation** and potential future scenarios with respect to the sector, providing detailed **reports and analysis**, recommending to the senior management team appropriate sector-related responses.
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst sector staff and facilitate input from sector staff in the strategic planning process.
- **Represent the sector** in SMT discussions, reviewing progress against strategic objectives, budget expenditure, Human Resources, and any other sector concerns.

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4.2. PROJECT MANAGEMENT (SECTOR TECHNICAL SUPPORT)

- Lead, or assist and advise project staff on sector **data collection and analysis** through participatory needs / vulnerability & capacities assessments, baseline surveys, and end of project surveys of affected communities.
- Provide technical assistance and, where required, lead on **project design and proposal** and budget preparations for institutional and private donors to meet identified needs and strengthen local capacities within the sector.
- Develop, design and produce sector specific **methodologies, resources and materials**, contextualised and appropriate, for use by the project teams.
- Advise on the implementation of project interventions to achieve project outputs and objectives, including regular monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Provide formal and informal **training** sessions for sector and project staff to improve their awareness of and skills with respect to implementation of sector activities, and provide on going **mentoring** to specific key staff
- Lead, or advise and participate in end of project **learning reviews and evaluations** as appropriate and in the analysis of results.
- Provide support, and as necessary lead, on ensuring the timely compilation of situation updates, monthly and other narrative / financial **reports** for field, Head Office, and donors.

4.3. CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring **health and safety** is considered in implementation of sector activities, ensuring policy is understood by staff
- Responsible for **induction** and ongoing support of sector project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives
- In conjunction with the Finance Manager and finance staff, ensure financial management is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems (procurement, transport, storage, communications) are in accordance with Tearfund logistics systems and policies.
- Ensure effective sector **filing and archiving** procedures are implemented

4.4. TEAM MANAGEMENT

- Support the Area Coordinators' **leadership** to the sector teams, ensuring clarity over sector plans and priorities within projects, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Support the implementation of Tearfund's **staff development** policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Provide **spiritual leadership** to the programme team and pastoral support where appropriate.

4.5. EXTERNAL REPRESENTATION

- **Represent Tearfund** to other NGOs and UN agencies, ensuring coordination and constructive working relations, and attending relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Develop and oversee the implementation of **policy influencing (advocacy) activities** for the sector at relevant local and regional levels, in consultation with the Programme Director.
- Facilitate relationship building with **Tearfund Partner organisations** and collaborative work in accordance with the Programme Framework.

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PART 2 – PERSON SPECIFICATION

JOB TITLE: Sector Advisor – Shelter / Construction

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant Sector. 	<ul style="list-style-type: none"> • Management qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven sector experience. • Experience in the following areas <ul style="list-style-type: none"> ○ Strategic planning ○ Project design and planning ○ Project implementation 	<ul style="list-style-type: none"> • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Training and Facilitation skills • Excellent written and verbal communication skills • Strong analytical and problem solving skills • Proposal and report writing skills • Negotiation skills • Networking and representation skills • Computer literate • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • Humanitarian & Christian motivation • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Diplomatic and determined • Willingness to travel across the programme and live in basic conditions • Committed to an evangelical Christian church • An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement 	