

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Consultant - Humanitarian Affairs H/F

Our client:

a global NGO based in Geneva.

Role & Responsibilities:

The Consultant will support the preparation and facilitation of a consultation with relevant NGO implementers in complex emergencies and other relevant humanitarian stakeholders around NGO response to emergencies and pandemic.

She/he will conduct desk review of existing relevant documents and internal and external stakeholders interview as needed.

The objectives of this consultation, desk review and stakeholders' interviews are to collect inputs and review practices and lessons learnt to inform the elaboration of guiding note on NGO Response to emergencies.

This work will be done under the supervision of the COE Senior Advisor, and in close cooperation with the COE Support Team and other teams in the Secretariat, including Grant Management.

Profile:

- University degree in public health, business administration, economics, international / public affairs (including social science/politics), other quantitative discipline or relevant equivalent professional training or self-study/work experience.
- 10-15 years' professional experience in an international, emergency and development setting which involves regular contact with multi-disciplinary teams;
- A track record of professional experience in the preparation of high quality documentation for key stakeholder groups, including Board, committees, senior management, and beneficiaries of services;
- Good knowledge in humanitarian
- Experiences in working with both humanitarian and development organizations and knowledge in humanitarian-development nexus.

Required skills:

- Excellent (proven) ability to work as part of a team but also independently to meet targets or deadlines within given timeframe;
- Professional skills in consultation and interaction with internal and external stakeholders;
- Ability to work for multiple tasks and meeting tight deadlines.
- Proactive knowledge sharing and demonstrates openness in sharing information and keeping people informed;
- Foresees risks and allows for contingencies when planning;
- Identifies strategic issues, opportunities and risks.
- An excellent knowledge of English - Excellent writing skills in English with proven experience in document and report drafting.
- Fluency in one or more of the following languages is a plus: French, Spanish.

Contract type: Temporary

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM563928933