



## HUMANITARIAN RESPONSE VOLUNTEER POSITION DESCRIPTION

**Position Title:** Project Field Officer

**Department:** Field Operations

**Reports To:** Humanitarian Response Team Leader or respective Country Director

**Time Commitment:** One – Three Months

**Position Summary:** The Field Coordinator will report to the Humanitarian Response Team Leader or Country Director for the management of humanitarian response related activities during a humanitarian response deployment.

### **Essential Duties and Responsibilities:**

- Develop country specific plan and grant proposals for programs that will successfully transition MTI's humanitarian programs to early recovery.
- Work closely with the Ministry of Health to identify strategies for strengthening the health care system.
- Represent MTI and liaise with local and national authorities, UN, NGO, and donor agencies to promote MTI's programs, facilitate successful coordination of activities and ensure transparency and accountability to all stakeholders.
- Identify opportunities for MTI to have a leadership role within the humanitarian community, particularly regarding health related activities.
- Establish and maintain field offices, ensuring that all departments (HR, finance, IT, communications, programs, and logistics) are properly established and functioning well.
- Stay alert to humanitarian needs in-country, and develop and submit new proposals for Interventions.
- Provide technical inputs and assistance to programs with particular reference to financial management and reporting systems.
- Oversee program operations and reporting, ensuring compliance with MTI policies and procedures, donor regulations and local laws.
- Monitor and report on all program activities and progress to MTI HQ and donors.
- Oversee preparation of staff work plans.
- Ensure that protection and gender mainstreaming is effectively incorporated into all aspects of MTI's work.
- Ensure that program progress is effectively monitored through regular data collection and analysis of key indicators and ensure that processes and results are properly documented.
- Strengthen the capacity of program staff.
- Provide budget control and financial oversight of emergency programs.

- Monitor security level and remain engaged with MTI HQ on safety and security issues.
- Ensure Incident Report Forms are completed and submitted to MTI HQ in a timely manner.
- Ensure all personnel are given a security briefing, and required documentation upon entry into the country.
- Ensure compliance with global and country specific security protocols and policies, and recommend changes if required.
- Committed to the values and principles of MTI.

**Experience:**

- Relevant post-graduate degree.
- At least five years relevant humanitarian and health program management experience.
- Experience managing DFID, OFDA, BPRM, UNHCR, and UNICEF funded projects.
- Exceptionally good communication and people skills. Excellent writer, articulate, good networker, able to negotiate between the different stakeholders and to represent MTI at high level forums.
- Proven analytical and strategic planning skills.
- Ability to design, roll out and maintain monitoring & evaluation tools and frameworks.
- Proven ability to work in insecure or hardship environments.
- Experience managing, mentoring, and developing capacity of national personnel.
- Demonstrated ability to work well as part of a multi-cultural and multi-disciplinary team