

## Humanitarian & Community resilience

### Professional Coordinator

Part/full time, Europe

IsraAID Germany e. V. responds to the changing needs of crisis and conflict-affected populations inside and outside of Germany as they transition from crisis to reconstruction, rehabilitation and sustainable living. We work tirelessly to address the immediate needs of vulnerable communities while also fostering long-term community resilience. As part of our commitment to excellence and continuous improvement, we are seeking a skilled and dedicated professional to join our Professional Department as a Humanitarian and Community Resilience Professional Coordinator.

#### Position Overview:

The coordinator will play a pivotal role in strengthening the organisations' capacities for humanitarian work. This position entails working closely with the Professional Department and other collaboration points in the organisation to develop, implement, and monitor effective strategies, programs, and initiatives that contribute to emergency aid, community resilience and sustainable development. The successful candidate will provide technical expertise, coordination, and support to our various projects, both in Germany and internationally.

Location: Europe based

Start date: Between July-September 2023

Position size: part/full time 20-40 hours/week

Contract length: 1 year with the aim for extension.

#### Your responsibilities:

- Support the design, planning, and implementation of humanitarian and community resilience initiatives, ensuring alignment with [Your Organisation]'s strategic objectives, and being a key source of knowledge in the organisation for that purpose.
- Provide technical guidance and support to field staff and local project partners in the implementation of projects, including training, capacity building, and quality assurance.
- Collaborate with internal stakeholders to identify priority areas for intervention and develop evidence-based strategies to address the needs of affected communities.

- Provide tools and support for comprehensive needs assessments and evaluation, while ensuring the holistic and integrated approach of the organisation to humanitarian work.
- Contribute to organisational learning and knowledge management through documentation, sharing of best practices, and participation in relevant forums, workshops, and conferences.
- Develop work plans and manuals with technical staff and ensure deliverables are implementable.
- Stay abreast of the latest developments, trends, and innovations in the field of humanitarian assistance and community resilience, and integrate them into the organisations' programs and policies.
- Travel occasionally to projects visits and new humanitarian crises.
- Work closely with colleagues in the professional department and other parts of the organisation, under the supervision of the professional department manager.

## Your profile:

- Bachelor's or Master's degree in International Development, Humanitarian Studies, Social Sciences, or a related field.
- Minimum of 2 years in the field including working experience overseas in humanitarian crises.
- Good knowledge of global trends in humanitarian assistance and development agenda, and of humanitarian principles, standards, and frameworks.
- Demonstrated experience in leading processes involving multiple stakeholders and excellent interpersonal and communication skills, with the ability to build effective relationships and work collaboratively in a multicultural environment.
- Strong ability to transform own field experience into concepts and manuals.
- Mature personality, self-motivated, strong sense of responsibility and independence and/or stakeholders.
- Demonstrated ability to work in complex, unstable environments, and willingness to travel domestically and internationally, as required.
- Strong analytical and problem-solving skills, with the ability to think critically and develop innovative solutions.
- Proficiency in written and spoken English; knowledge of German and other languages is an asset.
- Flexibility and willingness to travel domestically and internationally, as required.

## What we offer:

- The ability to support people in need through unique projects and work methodologies.
- A multicultural and highly motivated team.
- Being part of creative processes of strengthening existing professional outputs and developing new ones.
- Flexible work hours and the ability to combine working from the office and remotely.
- Professional growth through training and learning options.

## Have we sparked your interest?

# IsraAID Germany e. V.

Humanitäre Hilfsorganisation

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Then please send your complete application documents (cover letter, curriculum vitae and certificates) stating your possible starting date to your contact:

Ms. Maria Mettler, [hr@israaid-germany.de](mailto:hr@israaid-germany.de)

You can find more information about us at <https://www.israaid-germany.de>

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