



**Role Title: Multiple openings- Focal Points for various programmes**

**Location:** New Delhi with travel (50%)

**Management responsibility:** Yes

**Reporting to:** CEO, Sphere India

**Sphere India:** Sphere India is a National Coalition of Humanitarian Agencies working in India. The members include key nodal agencies from Govt. of India, UN Agencies, INGOs, NGO Networks and National NGOs. Sphere India facilitates (1) Inter Agency Coordination, (2) Training & Capacity Building, (3) Information & Knowledge Management and (4) Inter Agency Collaborative Advocacy through a collaborative process for Quality & Accountability. Sphere India works with the mission to enhance the Quality and Accountability of Humanitarian Action in India and protecting the rights and dignity of people affected by natural calamities or conflict situations in India. Please visit [www.sphereindia.org.in](http://www.sphereindia.org.in) for more information.

**Role Purpose:** The focal point coordinates and leads all the work related to the programme. He/she will play the key role in engaging respective programmatic and thematic sub-committee, drafting action plans as per suggested strategies and leading the implementation of activities. He/She is expected to manage all project management functions for the agreed projects and assist in program development.

**Relationships:** As a coalition, it is important that the focal point strengthens existing relationships, explore and develop new ones with Sphere India members, NGOs, donors, Government agencies, corporate groups and communities. He/she would be closely working with the Senior Program Manager/CEO and focal points of other programmes. It is essential that respective sub-committees are engaged and their guidance is sought on a regular basis. The focal point would also manage relationships with State and District networks.

**Decision-making:** All decisions are taken in a democratic and participatory way.

**Role Outputs:** Specific role outputs will be finalized in consultation with the incumbent from time to time.

**Education and Qualification:** Post Graduate in Disaster Management, Social Work, Development studies or any other social sciences.

**Experience:** The position requires 3-5 years of relevant program management experience preferably in Humanitarian Sector.

**Required Knowledge:**

- Knowledge of emergency relief, preparedness, rehabilitation and development issues
- Humanitarian Quality and Accountability Initiatives
- Knowledge of global and Indian development issues, including policy and advocacy issues

**Required Skills:**

- Excellent inter-personal skills, ability to coordinate and liaise with different stakeholders, NGOs, Government and communities
- leadership and management skills with the ability to facilitate and conclude discussions
- Strong analytical, writing and communication skills
- An aptitude for innovation and creativity
- Excellent project management skills with the ability to plan, implement, monitor and complete projects and ensuring effective management of resources, time, cost quality, risk and communications
- Ability to lead and work in complex situations

**Note on Selection Process:** Shortlisted candidates would be selected based on their performance in Group Discussions, Presentation on a pre decided topic and individual interviews by an Inter Agency Selection Panel. Please note that the final appointments are subject to availability of people with matching competencies.

Interested candidates may apply by sending their curriculum vitae with a cover letter and at least 2 references (with contact details) by 24th December 2012 [jobs@sphereindia.org.in](mailto:jobs@sphereindia.org.in)

Sphere India is an equal opportunity and diversity sensitive employer. Preference will be given to competent women or candidates from marginalized groups.