

<b>Position Name (Title) :</b>	Response Manager Gaza crisis	<b>Position Level:</b>	
<b>Reporting to (Title) :</b>	Global Coordinator for Gender-Based Violence in Emergencies	<b>No. of Direct Reporters:</b>	
<b>Version:</b>		<b>Sector /Department/Section:</b>	Humanitarian

#### Position Reporting Lines



#### Main Job Purpose

The Response Manager is overseeing all activities in CARE Egypt Foundation in relation to the Gaza Crisis (Supply Chain and Response), coordination with CARE Palestine team, representation in external fora, exploring fundraising opportunities and preparedness for potential response in Egypt

#### Objectives

- Leading CARE Egypt Foundation effort in the Response to the Gaza Crisis in coordination with the Regional Office and CARE Palestine
- Represent CARE Egypt Foundation in coordination forum that focus on the Gaza Crisis (internally and externally)
- Explore and propose new response initiative that could be implemented in Egypt to support Palestinian inside Egypt
- Explore and propose fundraising opportunities for response in Gaza and in Egypt

#### Accountabilities

##### Responsanilities

##### Supply Chain

- Ensure smooth communication between CARE Palestine and CARE Egypt Supply Chain Hub
- Work with CARE Palestine to get a 3 months pipeline of procurement and shipment that will go via the Egypt Corridor

- Ensure that regular update from the Supply Chain Hub is communicated to CARE Palestine and the RO
- Coordinate between CARE Palestine and the Supply Chain Hub all movement of international staff in and out of Gaza

#### External and Internal Representation

- Attend regular external coordination meetings (Log Cluster, OCHA, INGO & ERC)
- Represent CARE in ad hoc donors meeting and high level visit per request.
- Attend and provide update on regular internal meeting (Supply Chain, Advocacy, CCA)

#### Fundraising

- Identify donors that could be reach out in Egypt to support the Gaza response (Private company / foundation, Institutional donors etc...)
- Support potential Public Appeal in Egypt
- Engage with CMPs on the role of CARE Egypt in the Gaza Crisis

#### Response in Egypt

- Develop a Response plan for Palestinian inside Egypt
- Supervise the programme team and ensure timely and quality implementation of the activities.
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### Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> <li>• Projects Teams including the Supply Chain Hub</li> <li>• Other program staff</li> <li>• Support unit (Finance &amp; Procurement, HR, IT and Admin)</li> <li>• CARE Palestine &amp; Regional Office</li> <li>• Global, regional and country office teams working on the Gaza crisis</li> </ul>	<ul style="list-style-type: none"> <li>• Partners (OCHA &amp; UN agencies, ERC, INGO Alliance members,...)</li> <li>• Donors</li> <li>• Governmental officials</li> <li>• </li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 40%

Outdoor: 60%

Working Hazard:

Working Days: 5 days

Days Off: 2 days

Working Hours per day : 8 Hours

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Make Expenditure on a Predefined Budget
Budget Amount	From 200,000 to 1 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises Two - Three Employees
	Does not Participate in the Promotion Cycle
	Approve Hiring New Employees
Consequence of Error	Impact Own Department
CARE skills	Level 5

## Job Requirements

Education:	A post-graduate degree in gender studies, political science, international relations, development studies, social work or a related social science is required.
Experience:	<ul style="list-style-type: none"> <li>• Demonstrated experience managing humanitarian project- with a minimum of 5 years working in humanitarian and/or development settings is required</li> <li>• Strong understanding of international standards and agreements related to Gender in Emergencies and Protection</li> <li>• Strong understanding of gender equality and the barriers we face globally to reaching it</li> <li>• Demonstrated skills and experience in staff capacity building,</li> <li>• Demonstrated experience in humanitarian contexts - Field experience in an emergency response context preferred.</li> <li>• Demonstrated ability to manage workflows, balance competing priorities and work effectively in a small, diverse, remote and busy team environment.</li> <li>• Knowledge of impact measurement systems, frameworks and participatory learning methodologies</li> <li>• Demonstrated leadership skills across complex regional teams</li> <li>• Solid understanding of feminist principles and approaches</li> <li>• Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.</li> <li>• Comfortable with web-based knowledge management systems, outlook, social media platforms</li> <li>• Strong written and verbal communication skills in English and Arabic.</li> </ul>
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> <li>• English, Arabic are required</li> </ul>

## Reports

## Signatures

		Date
Employee		
Manager		
Human Resources		