

## ADRA Denmark is seeking a Humanitarian Coordinator

Are you dedicated to assisting people in need and experienced in supporting nexus-driven programming? Do you have practical experience operating in the global humanitarian systems, including working with key humanitarian donors, ECHO in particular – and maybe has a special interest for monitoring/evaluation/accountability/learning in a humanitarian setting? Are you experienced within programme development and management and prepared for travel to high-risk environments? Then you may be a good match for this position.

As ADRA Denmark's new Humanitarian Coordinator, your main responsibility will be management of our programmes and partnerships in South Sudan, while also coordinating and leading resource mobilisation efforts and support MEAL functions. You will work closely together with other humanitarian and programme coordinators, as well as thematic experts in our programme team and financial controllers.

ADRA Denmark is an exciting workplace with 23 employees in Nærum. We are part of a global network and present in 118 countries all based on Christian values. ADRA Denmark has eight close partners in Africa, the Middle East and Ukraine, where we are involved in both humanitarian and development programmes.

### Key responsibilities:

- Manage ADRA Denmark's programmes and partnership in South Sudan:
  - Facilitate the development and update of country strategies, Theories of Change (ToCs) and risk assessments, monitor the programmes, liaise with donor offices, quality assure proposals and reports, ensure alignment to relevant strategies and guidelines, provide technical assistance and capacity building to partners, etc.
  - Keep ADRA Denmark informed about the political and security situation in South Sudan.
  - Provide support to ADRA South Sudan, on issues related to Programme Cycle Management,
  - Provide inputs related to ADRA Denmark's programmes in South Sudan to the communication and fundraising efforts of ADRA Denmark
- Support the expansion of ADRA Denmark's humanitarian programme portfolio, including identifying new funding opportunities. This includes overall coordination of ADRA DK's ECHO portfolio, as well as development and quality assurance of new project proposals and reports in cooperation with our partners in the ADRA network to ensure compliance with donor guidelines.
- Provide input to other strategic intervention areas of ADRA DK's Global Strategy, such as crisis response and recovery, localization, HDP nexus, protection.
- Provide inputs to the annual reports related to ADRA's Strategic Partnership (SPA) with Danida.
- Liaise with the ADRA network to strengthen ADRA Denmark's contributions to international crises and collaboration with other ADRA supporting offices
- Contribute to Monitoring/Evaluation/Accountability/Learning on the global portfolio, in support of the Senior MEAL officer.

**The successful candidate will have as many as possible of the following qualifications:**

- A relevant education, preferably at a higher degree level.
- At least three years' relevant professional experience in humanitarian programme management.
- Experience from working in or with humanitarian settings is an advantage, as well as being on top of how the global humanitarian systems work.
- Specific knowledge and experience with (child) protection, conflict sensitivity and faith-based actor's role in peacebuilding and conflict management.
- Experience with WASH, shelter, early recovery, DRR, HDP nexus, localisation etc. is an advantage.
- Knowledge on donor requirements and guidelines (ECHO, Danida)
- Good writing skills; fluency in written and spoken English
- Knowledge of Sphere and the Core Humanitarian Standard on Quality and Accountability (CHS)
- Resilience, open-mindedness, and strong networking skills
- Strong intercultural and social competences
- Ability to work independently and solution-oriented while following guidelines
- Ability to travel extensively and in insecure environments
- Motivation to work in a faith-based civil society organisation.

**Employment conditions:**

As per the ADRA Denmark terms. The salary level follows the basic government salary scale.

The workplace is Nærum, Denmark. Danish work permit is required. The position will include extensive travel activity, mainly to South Sudan.

**Information about the position:**

Contact Programme Director Jon Kristiansen [jonkri@adra.dk](mailto:jonkri@adra.dk) or +45 21864542

**Start date:**

As soon as possible, preferably by 1<sup>st</sup> May 2025

**To apply:**

Please submit your CV and a motivated application in English to [job@adra.dk](mailto:job@adra.dk), highlighting 'Humanitarian Coordinator' in the subject line.

**Deadline for applications:**

23 March 2025

*In ADRA Denmark, we are committed to the safeguarding and protection of the communities where we work. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions including background checks to ensure safeguarding of children and vulnerable people and prevention of abuse.*