**Job Responsibilities and Qualifications**

**SHELTER and SETTLEMENT PROGRAM MANAGER**

**Primary Responsibility**

Develop and supervise the implementation of Shelter and Settlement program to ensure highest level outcomes, including direct management of program staff.

**Specific Job Responsibilities**

**Assessment**

* Conduct technical assessment for Shelter and Settlement needs (includes shelter, infrastructure and water & sanitation)
* Undertake technical assessment of shelter needs (exploring wide range of solutions, host family support rental support core house transitional shelter etc….)
* Assess what agency resources and systems (staff, material and financial) will be required in order to proceed with the planned activities and provide reporting to senior management;
* Coordinate with the Shelter cluster members and other stakeholders to decide on most effective intervention for CRS.

**Program Design**

* Ensure beneficiaries are consulted and their views taken into account at all stages of the program.
* Ensure that all shelter and settlement activities are integrated with other sector teams, such as WASH, Livelihoods, Protection and Accountability as appropriate;
* Ensure that land, tenure, access to services (water, sanitation, electricity) access to facilities (health education) and environmental and sustainability issues are considered in the program design, in keeping with industry standards and agency best practices’
* Ensure that all CRS Shelter and settlement programs comply with relevant local, national and international standards and regulations, and reflect industry standards and agency best practices;
* Ensure assistance is relevant to the affected population according to the time scale, geographical areas and intervention type.
* Ensure CRS programs follows “Do no Harm Principles”

**Project Management and Implementation**

* Oversee all shelter and settlement programming, including technical, social, housing land and property issues.
* Create and maintain Detailed Implementation Plan (DIP) in accordance with the agreed shelter and settlement strategy to assure highest outcomes for every activity.;
* Spearhead selection of shelter project beneficiaries based on approved criteria and strategies.
* Develop and manage social mobilization activities and social mobilization strategy.
* If required develop DRR and settlement strategies for the areas of operation through Community Action Planning.
* Manage field staff, and collaborate with partners and communities, in developing and implementing projects. Incorporate CRS program staff and partner staff capacity into all aspects of project design, development and implementation;
* Ensure that documents and procedures are produced and maintained to provide the required level of internal program and financial control
* Participate in the procurement and logistics process for materials and equipment required by the Shelter and settlement program;
* Ensure compliance with quality, safety, and environmental standards for all projects, in keeping with internationally agreed best practices or as otherwise outlined in agency guidelines;
* Ensure program compliance and compatibility with CRS principles of justice and solidarity;
* Participate in CRS meetings and workshops on strategic planning, Shelter and settlement programming, and agency-wide initiatives as requested by supervisor;
* Ensure protection issues are fully considered throughout the project cycle with women, elderly, most vulnerable being included in decision making for all Shelter and settlement issues;
* Prepare and assist in the preparation of concept papers, project documents and other material to develop or promote the shelter ans settlement programming. This may include taking a supporting role in reviewing proposals and concept papers submitted by CRS’ partners and assisting them in building project proposal and implementing capacity;

**Management and Capacity-Building**

* Directs the project operations and supervise project staff, manage the social and technical, and financial components of the project.
* Supervises project activities, coach staff to promote teamwork and develop staff competency.
* Prepare and monitor budgetary requirement for the implementation of the project.
* Prepare program activity report on a regular basis.
* Recommends to staff and management appropriate plans and actions to hasten impact of project implementation.
* Prepares monthly implementation plan and accomplishment reports for submission to the Executive Director and donor/partners.

**Monitoring and Evaluation**

* Monitor project development; identify deviation from approved project plans and implements corrective measures when necessary to ensure that the partners meet the project objectives.
* Monitors projects through on-site visits to assess and validate the implementation of the approved project plan, conduct financial review and identify possible problem areas and implement solutions.
* Identifies deviation from approved project plans and recommends corrective measures when necessary to ensure that the project comply with the provisions set forth in the MOA.
* Maintains a properly documented listing of selected project beneficiaries.
* Facilitates the conduct of project monitoring and evaluation in consultation with Executive Director and partners/donors.
* Facilitates visits of donors with funding relationships to field sites, as required.
* Attends meetings on project implementation and participates in training, conferences, seminars and workshops needed for effective implementation of the project

**Information and Co-ordination**

* Liaise with key non-government organizations (NGOs) and national, provincial, and local government, task-force teams and workshops, technical committee meetings, and coordination groups. as necessary;
* Prepare project reports as required by CRS, relevant Government coordination bodies, external donors, and other interested parties;
* Provide project documents, operation plans, program schedules and budgets as required;
* Provide regular updates on progress, priorities and constraints – verbally and in writing to CRS Country Program Senior Management;
* Represent CRS in discussions or meetings with government, non-government and UN agencies, cluster system as directed;
* Train and brief CRS staff, stakeholders and others on shelter issues.

**Qualifications:**

* Bachelor's degree in engineering, architecture, urban planning. Those with experience in the management of construction based projects with related backgrounds such as social science, environmental science or other related fields will be considered.
* Extensive experience in project management, preferably in development context; Minimum three **(3)** **years practical experience** in implementing emergency or community development projects, preferably with an NGO in equivalent position.
* Experience in community development, community mobilization, or similar self-help initiatives, and a desire to maximize integration of program delivery, is preferred;
* Ability to negotiate with government officials, contractors and owners.
* Ability to develop draft MoU between CRS, IDP’s local government and village leaders.
* Highly knowledgeable in appropriate Shelter and settlement administration systems and procedures, in particular control of works and financial management;
* Familiarity with current standards and guidelines for humanitarian emergency response, including the Sphere Handbook criteria;
* A proven track record in managing a large team of professional personnel;
* Able to travel extensively in remote areas.
* Experience in handling staff or in personnel management (Human Resource)
* Ability to work in partnership with local communities and NGOs as appropriate.
* An awareness of local construction technologies and materials;
* An interest in and ability to build capacity in implementing teams, local partners and community bodies, with a focus on community participation;
* Excellent communication and negotiation skills;
* Ability to read, analyze and interpret administrative reports, technical procedures, or government regulations;
* Must be proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project).
* Ability to write reports and procedure manuals, and effectively present information and respond to questions from CRS senior management;
* Fluency in English (both oral and written skills).
* Self-reliance and an ability to work in a challenging and demanding environment, under supervision.
* Awareness, sensitivity and understanding of cross-cultural issues particularly in representing a US-based, Catholic agency.