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| **TITLE:**   National Cash Working Group Coordinator |
| **TEAM/PROGRAMME:** Programme Operations | **LOCATION:** oPt Country Office, Ramallah |
| **GRADE**: 3 | **CONTRACT LENGTH:**12 months contract, subject to renewal upon availability of funding |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** the National Cash Coordinator (NCC) provides **technical leadership and coordination to the National Cash Working Group** (NCWG), working closely with the OCHA representative in chairing and managing of the NCWG.  Additionally, **the NCC chairs the West Bank CWG** (WB CWG), in support to OCHA, providing full technical and operational coordination of the group, and under the lead of the Gaza Cash Coordinator (GCC), **the NCC provides technical support to the Gaza CWG.** As co-chair (along with the OCHA Representative), the NCC represents the NCWG in the National ICCG (NICCG), and interacts with donors, authorities, and other relevant stakeholders on CVA-related issues.  In the spirit of effective technical coordination, the NCC is impartial, unbiased, objective and neutral to promote programmatic and operational priorities that are commonly identified and jointly agreed by CWG members and ensure those are integrated in the wider humanitarian response.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** * The NCC reports to the NICCG chair (OCHA) for its activities within the NCWG, and to the WB ICCG chair (OCHA) for its activities within the WB CWG.
* The NCC is primarily responsible to its constituents i.e. CWG members/ operational cash actors in OPT.
* The NCC is accountable to the OPT CWG in all its parts (National, Gaza Strip, West Bank).
* In terms of HR performance evaluation, the NCC will report to PDQ Director.

**Staff reporting to this post:** potentially an Information Management staff**Budget Responsibilities:** NA**Role Dimensions**: oPt CO is a high complexity country, multi-member interest, with an annual budget of around $40+m, and 100+ staff. Currently the program is experiencing a growth in funding and complexity due to the war in Gaza. |
| **KEY AREAS OF ACCOUNTABILITY:** 1. **For the National Cash Working Group:**
* Technically oversees the whole CVA coordination structure in oPt, providing guidance on all CVA related issues, and ensuring appropriate consideration of CVA across the humanitarian response structure.
* Co-chairs the National Cash Working Group.
* Represents the NCWG at ICCG level, reporting the discussions and the recommendations of the NCWG.
* Promotes CVA in oPt in support of the humanitarian system and leads the contribution of the CWG into humanitarian planning processes (HNO, HRP).
* Leads development and implementation of CVA strategies at national level.
* Facilitates technical and operational discussions between members and support sub-national CWGs or technical Task Teams develop TORs, establishes membership and endorses outputs.
* Develops a strategic action plan for the NCWG in consultation with the members at the national level to advance the CVA in oPt.
* Technically leads the creation and nurturing of collaboration channels with relevant authorities regarding CVA.
* Actively contributes to the efforts to link humanitarian CVA and Social Protection schemes.
* Supports the humanitarian community in harmonization of methods and tools from a strategic angle.
* Works closely with GCWG Co-coordinator and identifies potential areas of joint action on cash and market assessment and social protection/safety net linkages to inform policy, advocacy and decision-making.
* Initiates, leads and draft guidance on sectoral cash with relevant clusters/sectors ensuring implementing agencies participation.
* Initiates, leads, and documents the overall rotation process for both its position and the NCWG members’.
* Ensure representation and impartial inclusion of CWG members to social protection coordination structures that allow and enable alignment (e.g. SPCVA) and collaboration with line ministries (e.g. MoSD)
* Decide on funding allocations for cash assistance. CWG co-chairs may be invited to participate as technical experts alongside others in reviews but avoid conflicts of interest
* Establish and maintain connections with CALP MENA CoP, Collaborative Cash Delivery Network (CCD), Social Protection (<https://socialprotection.org/>) and relevant global and regional cash networks.
* Manages potential Cash Cap to the NCC, WB CWG or Gaza CWG.
1. **For the WB Cash Working Group:**
* Co-chairs and technically leads the West Bank CWG.
* Liaises with partners, Clusters, authorities, donors and other coordination fora to ensure proper mainstreaming of CVA in planning cycles (HPC, Flash Appeals), particularly leading on the development and inclusion of MPCA sections.
* Liaises with clusters/ sector working groups to ensure complementarity and avoids overlaps between sector cash assistance and multi-purpose cash assistance (MPCA).
* Initiates and coordinates technical activities as per agreed action plans, encouraging partners to lead and contribute to the works.
* Liaises with authorities, mainly MoSD and PCBS, Palestinian Monetary Authorirty, to coordinate data sharing and mutual support for relevant activities.
* Ensures reporting and information management services are provided to CWG members.
* Requests reporting of activities from operational cash actors with practical easy-to-use tools.
* Supports capacity and knowledge needs of members, clusters, local and national actors.

  1. **For the Gaza Cash Working Group:**

 * Co-chairs and technically leads the Gaza Cash Working Group (depending on modality agreed with CWG members for Gaza CWG)
* Develops advocacy notes in collaboration with members for cash programming and coordination (i.e entry of commercial goods).
* Liaises with partners, Clusters, authorities, donors and other coordination fora to ensure proper mainstreaming of CVA in planning cycles (HPC, Flash Appeals), particularly leading on the development and inclusion of MPCA sections.
* Liaises with clusters/ sector working groups to ensure complementarity and avoids overlaps between sector cash assistance and multi-purpose cash assistance (MPCA).
* Initiates and coordinates technical activities as per agreed action plans, encouraging partners to lead and contribute to the works.
* Initiate CVA IM Task force
* Ensures reporting and information management services are provided to CWG members.
* Requests reporting of activities from operational cash actors with practical easy-to-use tools.
* Supports capacity and knowledge needs of members, clusters, local and national actors.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Masters in generalist, Economics, Statistics, or Social Science.
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| **EXPERIENCE AND SKILLS*** 5 + years’ experience on sectoral and multi-sectoral use of cash at senior/management level
* Experience of coordinating either CWGs or other humanitarian and development working groups, clusters and sectors in the country or in other contexts with emergency response.
* Demonstrated technical understanding of operational cash issues, challenges and concerns.
* In-depth knowledge of country context and particular humanitarian response.
* Awareness of government, local or development social assistance, programmes, systems and/ or policies and social protection working groups.
* Ability to remain impartial, uphold humanitarian principles, maintain integrity and avoid pursuing organizational or personal agendas when coordinating/ facilitating discussions.
* Strong interpersonal, communication (verbal/ written) and presentation skills.
* Ability to work and plan at both operational and strategic level.
* Experience of liaising technical and senior humanitarian, development actors and donors.
* Demonstrated ability to facilitate discussions, negotiate compromise and reach agreements.
* Ability to respectfully engage, broker and/ or facilitate conflict resolution between multiple actors with different approaches, mandates, experiences, backgrounds, nationalities, cultures, sectors, interests and seniority levels with diverging views and opinions.
* Understanding of humanitarian response architecture, including coordination mechanisms, humanitarian reform and action, and funding mechanisms (e.g. Humanitarian Programme Cycle - HPC, Central Emergency Response Fund and Flash Appeals, Pooled funds).
* Ability to work under pressure and adapt to an evolving and complex humanitarian context.
* Excellent communication skills, strong at influencing
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
* Self-motivated
* Ability to work with and manage multi-cultural teams.
* Ability to work in changing environment.

**Desirable*** Fluent in Arabic.
* Experience in the Palestinian context.
* Pre-existing network in the Palestinian context with external stakeholders.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |