

**Accountability to Affected Populations Specialist**

Job Description

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| **Position:** | Accountability to Affected Populations (AAP) Specialist |
| **Country office & Locations** | Regional Response Program for the Venezuela Migration Crisis (Based from Peru) | **Starting Date** | ASAP |
| **Contract duration:** | 2 months |
| **Reports to: (position)** | Regional Programme Coordinator |

Key Tasks

**Programming**

* Establish appropriate and inclusive accountability and feedback mechanisms considering the specific needs of girls, boys, women and men of different ages and abilities affected by the Venezuela Migration Crisis and host population. Ensuring close liaison with HR and safeguarding focal points in the Country Offices
* Develop and contextualize AAP tools as appropriate and needed.
* Support the Regional Coordinator to ensure the integration of AAP in the Regional Programme Strategy
* Support the Country Offices to ensure alignment with the Core Humanitarian Standard on Quality and Accountability (CHS), in particular Commitment 4 on community participation and Commitment 7 on integration of learning.
* Support staff in country through relevant training, coaching and mentoring on appropriate, gender aware accountability mechanisms.
* Support induction briefings for all staff on AAP, including Plan International’s Child-Friendly Feedback and Complaints Mechanisms Tools and Guidance.
* Ensure a strong focus on gender, particularly girls and adolescent girls, in all activities.
* Support Country Offices in ensuring PSEA inductions are regularly conducted for all new starters, and refresher sessions for existing staff and partners.
* Provide input to the regular sitreps.
* Develop case studies and communications materials on successful implementation of accountability mechanisms

**Representation & Coordination**

* Coordinate with other agencies networks and clusters at to ensure consistent approaches, standards, and engagement with potential Inter-Agency accountability mechanisms.
* Develop appropriate analysis of feedback that can be used in external representation and coordination fora by other staff.

**Fundraising**

* Support proposal development, ensuring inclusion of AAP.
* Ensure appropriate budgets are developed for AAP activities, and support the inclusion of AAP or Feedback staff members.

**Knowledge, Skills, Behaviors, and Experience Required to Achieve Role’s Objectives:**

**Knowledge**

* Significant field experience of establishing and running AAP activities
* Demonstrated experience of key practice and standards for humanitarian response such as SPHERE and CHS.
* Significant knowledge of humanitarian response, child protection and disaster risk reduction
* Conversant with the international humanitarian architecture, particularly related to coordination and funding. Demonstrated prior experience of engaging with the humanitarian coordination system and local, regional and global levels.
* Experience of designing and delivering training
* Able to work in Spanish.
* Knowledge of Plan policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct

 **Skills**

* Training and facilitation
* Project management including planning and scheduling, process design, implementation and monitoring and evaluation
* Advocacy, influencing and negotiating skills, experienced in gaining commitment from a wide range of people, bringing about change and providing support from a distance
* Networking skills
* Programming experience in Gender in emergencies, particularly related to girls and adolescent girls.
* Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

**Attitudes**

* Committed to Plan International’s core values;
	+ Strives for lasting impact
	+ Open and accountable
	+ Works well with others
	+ Inclusive and empowering
* Communicator and influencer. (representation)
* Team player and relationship builder.
* Able to work calmly under extreme pressure and at unpredictable hours during emergency response.