

JOB PROFILE

Job Title: Advisor

A. Scope of the Role

This is a relatively senior post often with extensive experience in a specific technical area. This post is closely linked with Senior Advisor.

The job function is advisory and the post holder may assist with: strategic planning and setting programme direction; programme design and development including securing funds; advising on project implementation; supporting M&E and reporting. The post does not have a predominantly managerial function and, as such, infrequently has line management or budget management responsibilities; however, a grounding in these skills is sometimes required in order for the post holder to effectively undertake other aspects of their advisory role.

Advisor posts are most commonly based in national or field offices or provide support to a particular programme. They may be based in a regional offices or headquarters but this is more common for a Senior Advisor. The post holder is often required to travel to insecure environments, occasionally at short notice and frequently requires fluency in more than one language.

B. Connected Roles

Managed by	Country Director or another Director or Senior Manager this may be Head of Programmes, Head of Mission, Field Coordinator, Senior Advisor. They are likely to be at the same seniority as a Programme Manager although may be managed by a Programme Manager in a large programme.
Managing	Not usually in a line management position but the role may be combined with a management function.
Variations	This post is sometimes known as 'Specialist' or 'Expert'. This role may have a general Humanitarian focus but more often has a technical or geographical focus: Nutrition Advisor, Inclusion Advisor, Education in Emergencies Advisor. A more senior version of this is post is a Senior Advisor.

C. Skills and Competencies

The post holder will be competent at level 6 of the HAQF, working towards level 7 in some areas. They have a critical understanding of the humanitarian sector and work as a knowledge-based professional. They take responsibility for analysing and innovatively solving complex service problems together with crisis-affected people. They will be working towards developing a highly specialised understanding of humanitarian action.

They will display a range of level 6 and level 7 characteristics from the HAQF profiles including:

- Humanitarian commitment: has advanced knowledge of the humanitarian sector, its standards and principles and takes responsibility for and advises on the application of these in complex and unpredictable contexts;
- Context analysis and reflection: has highly specialised knowledge and critical understanding of humanitarian concepts and theories, as well as current trends in the political, socio-economic and cultural contexts as well as interdisciplinary, innovative expertise concerning specific aspects of humanitarian action;
- Leadership: has advanced knowledge and critical understanding of leadership practice in humanitarian action and is able to link current actions to humanitarian objectives in order to provide leadership in a specific area of expertise;
- Collaborative relationships: has advanced communication skills, choosing communication styles appropriate to social-cultural contexts, and is able to argue coherently and persuasively. Respects the points of view of a range of stakeholders and promotes effective collaborative relationships;
- Service to crisis-affected people: advanced knowledge of the needs of crisis-affected people and a critical understanding of standards and principles of humanitarian action; advanced analytical skills enabling them to develop a needs-based response, providing innovative solutions, managing expectations and anticipating changes in order to safeguard high quality outcomes.

Humanitarian Competencies

C. Skills and Competencies cont.

Functional Competencies	<p>An Advisor requires functional competencies in the following areas:</p> <ul style="list-style-type: none"> ▪ Portfolio management in the areas of strategic thinking and organisational development ▪ Project management including monitoring, evaluation and reporting ▪ People management ▪ Fundraising and resource mobilisation including proposal development ▪ Communication including advocacy and influencing, written communication, and interpersonal and intercultural skills ▪ Capacity building including the ability to deliver training.
Thematic Competencies	<p>Advisor posts usually have a technical specialism and therefore require specific thematic competencies related to their area of expertise.</p>

D. Qualifications and Experience

Previous Experience	<p>Extensive experience is required: the post frequently requires 5-7 years of professional experience.</p>
Qualifications	<p>The post most often requires an academic qualification at level 6 or 7 (for example a Bachelors or Masters) in a related field. A relevant professional qualification or membership in the specialist areas is sometimes required at post-graduate level.</p>

E. Contextual or Organisational Specific Requirements

<p><i>Specific organisations or contexts might require additional competencies or experience which may include:</i></p> <ul style="list-style-type: none"> ▪ <i>Organisation specific knowledge and experience</i> ▪ <i>Organisational value set</i> ▪ <i>Languages</i> ▪ <i>Country specific knowledge.</i>
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F. Additional Skills or Requirements

<p><i>Some roles may have additional skills or requirements listed which may include:</i></p> <ul style="list-style-type: none"> ▪ <i>IT and computer skills are usually an essential requirement</i> ▪ <i>Ability and willingness to travel is sometimes required for this post</i> ▪ <i>Driving license may be required although less commonly.</i>
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