

JOB PROFILE

Job Title: Senior Advisor

A. Scope of the Role

This is a senior post often with extensive experience in a specific technical area. The job title 'specialist' is sometimes used instead of Advisor. This post is closely linked with 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.

Senior Advisor posts are most commonly based in a regional office or headquarters providing support across more than one office or programme but may be based in a national office or field office in larger programmes. The post holder is often required to travel to insecure environments, occasionally at short notice and frequently requires fluency in more than one language. This post is most likely to be considered to be an international post.

B. Connected Roles

Managed by	Head of Programmes or a Senior Director. The post is likely to be the same seniority as a Country Director, Head of Mission, Team Leader or Field Coordinator.
Managing	Not usually in a line management position but may matrix manage an Advisor based in a field office. The role may also be combined with a management function.
Variations	This role may have a general Humanitarian focus but more often has a technical or geographical focus: Senior Nutrition Advisor, Senior Inclusion Advisor, Senior Education in Emergencies Advisor.

C. Skills and Competencies

The post holder will be competent at level 7 of the HAQF. They have a highly specialised understanding of humanitarian action and the ability to develop new knowledge and procedures as a senior professional or expert. They provide tactical and strategic advice in insecure situations.

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

Humanitarian Competencies

- Humanitarian commitment: has specialised problem-solving skills to apply humanitarian principles and standards in an innovative manner in order to operate strategically and takes responsibility for specifying clear ethical standards, actively promoting dialogue and reflection about diversity;
- Context analysis and reflection: has specialised skills for conceptualising, interpreting and analysing data, information and experience from a variety of sources in order to develop new interdisciplinary knowledge and procedures to solve complex problems; they are able to provide advice in humanitarian contexts that are complex, unpredictable and require new strategic approaches;
- Leadership: has highly specialised and interdisciplinary knowledge of trends in the humanitarian sector and the ability to define and adapt strategic plans and objectives for the medium term taking into account trends from an overall perspective;
- Collaborative relationships: has the ability to cultivate relationships of respect and confidence and integrate the consideration of different opinions into their interactions; engages and motivates people to work as a team or in partnership by involving them in the different levels of decision-making;
- Service to crisis-affected people: highly specialised knowledge and conceptualised understanding of the needs and rights of crisis-affected people and the range of humanitarian intervention measures to meet them in order to improve the impact of interventions.

C. Skills and Competencies cont.

Functional Competencies

Senior Advisors require functional competencies in the following areas:

- Portfolio management including strategic thinking and organisational development
- Project management including monitoring, evaluation and reporting
- People management including recruitment and management of specialists and sub-contractors
- Fundraising and resource mobilisation including proposal development
- Communication including representation, networking, advocacy, influencing, written communication, interpersonal and intercultural skills
- Capacity building including the ability to deliver training.

Thematic Competencies

Senior Advisor posts usually have a technical specialism and therefore require specific thematic competencies related to their area of expertise.

D. Qualifications and Experience

Previous Experience

Extensive experience is required: the post frequently requires 8-10 years of professional experience.

Qualifications

The post most often requires an academic qualification at level 7 (for example a Master's degree) in a related field. A relevant professional qualification or membership in the specialist areas is sometimes required at post-graduate level.

E. Contextual or Organisational Specific Requirements

Specific organisations or contexts might require additional competencies or experience which may include:

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

F. Additional Skills or Requirements

Some roles may have additional skills or requirements listed which may include:

- *IT and computer skills are usually an essential requirement*
- *Ability and willingness to travel is essential for this post.*