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July 6th, **2026**

VACANCY (2nd time) ANNOUNCEMENTS
Internal & External

Position Title: Humanitarian Aid & Emergency Response Director

Department: Humanitarian Aid & Emergency Response
Reports to: Deputy Commissioner
Location: Addis Ababa (with frequent travel to field offices)
Grade: Senior Management Team (SMT) Level

Salary: According to organizational scale

Term of Employment: Contract
Closing Date: 10 days from the date of announcement

Position Summary

The Humanitarian Aid & Emergency Response Director is responsible for leading EKHC-HADC's Pillar 3 (Humanitarian Aid & Emergency Response) as outlined in the Ten-Year Strategic Plan (2026–2035). The role focuses on: (1) emergency preparedness and early warning systems, (2) rapid and accountable humanitarian response, (3) early recovery that bridges to long-term development, and (4) mobilizing local and church-based resources (grain banks, pre-positioned supplies, volunteer networks) for emergency response in coordination with church structures and the Strategic Growth and Program Delivery Director.

The Director ensures all interventions adhere to core humanitarian principles (humanity, impartiality, neutrality, independence) and international standards (SPHERE, CHS). This role directly operationalizes Pillar 3 of the EKHC-HADC Strategic Plan (2026–2035), including:

Emergency Preparedness and Resilience; Rapid Response and Protection; Early Recovery and Humanitarian-Development-Peace (HDP) Nexus; and Local and Church-Based Resource Mobilization for Emergencies.

Roles and Responsibilities

1. Strategy & Leadership

- Provide overall strategic leadership for all humanitarian aid and emergency response programs, ensuring alignment with the Ten-Year Strategic Plan (2026–2035), specifically Pillar 3.
- Develop, maintain, and regularly update humanitarian response strategies, emergency preparedness plans, and multi-hazard contingency plans for high-risk operational areas.

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- Lead the design and articulation of technical components for high-quality emergency proposals in collaboration and close technical engagement with Strategic Growth and Program Delivery Excellence Director under the direction of the Deputy Commissioner.
- Adhere to and promote core humanitarian principles and the Humanitarian Program Cycle (needs assessment, planning, resource allocation, monitoring, evaluation).
- Work closely with Integrated and Holistic Community Development Directorate and other sector leads such as Livelihoods, WASH, Health, Protection, peace building etc. to ensure integration of emergency response with EKHC-HADC's broader programmatic portfolio, particularly the HDP nexus.

2. Emergency Preparedness & Early Warning

- Establish and maintain community-based early warning systems that detect threats and trigger timely, appropriate action to minimize disaster impacts.
- Facilitate participatory risk assessments (hazard identification, vulnerability analysis) in high-risk communities.
- Support the development of functional, community-owned disaster contingency plans, ensuring they are tested and updated regularly.
- Pre-position emergency supplies, cash/voucher modalities, and establish partnerships with financial service providers for rapid activation.
- Maintain Rapid Response Teams (RRTs) capable of deploying within 96 hours of emergency activation.

3. Rapid Response & Humanitarian Operations

- Lead the timely implementation of multi-sectoral emergency responses (food aid, WASH, shelter, non-food items, cash transfers, protection) ensuring adherence to SPHERE standards and donor requirements.
- Maintain the capacity to reach affected populations with life-saving assistance within the target response time (96 hours).
- Oversee the emergency program cycle: rapid needs assessments, resource mobilization, implementation, monitoring, and reporting.
- Mainstream protection (including PSEA, child protection, GBV risk mitigation) across all emergency sectors.
- Establish and maintain accountability to affected populations (AAP) mechanisms, including accessible, safe, and responsive complaint and feedback channels.

4. Local & Church-Based Resource Mobilization for Emergencies

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4.1 Grain Banks & Pre-Positioned Supplies

- Establish and manage community grain banks in strategic locations across EKHC-HADC operational areas to ensure locally available food reserves for emergencies.
- Pre-position emergency supply containers (filled with food, non-food items, WASH kits, shelter materials) at EKHC district offices and zonal hubs for rapid deployment.
- Develop a rolling replenishment system for grain banks and containers, ensuring supplies are fresh, rotationally used, and ready for immediate activation.
- Maintain an inventory management system for all pre-positioned assets, with regular audits and reporting.

4.2 Mobilizing Church Networks for Emergency Response

- In coordination with the Strategic Growth Director (who leads the Faith-Development Integration Framework and localization strategy), mobilize EKHC district offices, congregations, and spiritual ministry teams to contribute to emergency preparedness and response.
- Build capacity of and train church leaders and district office staff on: Emergency preparedness and early warning systems; Roles and responsibilities during a crisis (evacuation, shelter, distribution, psychosocial support), How to integrate emergency response into church annual plans and strategic plans
- Facilitate the establishment of church-level emergency response committees within each district, linked to EKHC-HADC's operational structure.
- Coordinate with church spiritual ministry teams to ensure that psychosocial and spiritual care is appropriately integrated into emergency response, without proselytization, and in a manner respectful of all affected communities.

4.3 Coordination with Strategic Growth Director

- Collaborate closely with the Strategic Growth Director to ensure alignment between: Local/church-based resource mobilization (this role) and strategic/financial resource mobilization (Strategic Growth Director); Localization policy and practice (Strategic Growth Director sets policy; this role implements operational localization for emergencies); and Faith-Development Integration Framework (Strategic Growth Director leads; this role operationalizes church engagement for emergencies)
- Participate in joint planning meetings with the Strategic Growth Director to harmonize church mobilization efforts across development and humanitarian contexts.
- Share data on local/church contributions (in-kind, volunteer hours, grain bank reserves) with the Strategic Growth Director for integration into organizational reporting and visibility.

4.4 Church Capacity Building for Emergency Ownership

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- Develop and deliver a training package for churches on: Hazard identification and risk mapping; Early warning dissemination within church networks; Emergency contingency planning at congregational level; First aid, shelter management, and distribution of relief items; Referral of protection cases (GBV, child protection)
- Support churches to include emergency preparedness as a standing agenda item in their annual planning and strategic planning processes.
- Facilitate bi-annual review meetings with church leaders, district office representatives, and EKHC-HADC field staff to assess preparedness, share lessons, and update plans.
- Recognize and celebrate church contributions to emergency response as part of EKHC-HADC's visibility and advocacy efforts (in coordination with the Strategic Growth Director's communications function).

5. Early Recovery & HDP Nexus

- Ensure every emergency response includes explicit early recovery and resilience-building components from the outset of proposal design.
- Design programs that rebuild livelihoods using climate-smart approaches (e.g., conservation agriculture, watershed restoration) to bridge humanitarian aid to long-term development.
- Facilitate inter-community dialogues and support local peace committees in conflict-affected areas, contributing to social cohesion alongside humanitarian action.
- Ensure that recovery programming addresses root causes of vulnerability, not just immediate needs.

6. Staff Safety, Security & Capacity Development

- Ensure staff safety and security in complex and insecure environments through regular security risk assessments, updated protocols, and mandatory training.
- Provide technical support, mentoring, and capacity building to humanitarian program staff, enhancing skills in emergency response, SPHERE standards, PSEA, and humanitarian principles.
- Train church volunteers and community-based responders on safety protocols, including how to work alongside EKHC-HADC staff during emergencies.
- Foster a culture of accountability, learning, and staff well-being, including access to psychosocial support services after critical incidents.

7. Coordination, Representation & Advocacy

- Represent EKHC-HADC in national and regional humanitarian coordination mechanisms (DRMC, OCHA, sectoral clusters: WASH, Health, Protection, Shelter/NFI, Food Security).

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- Build and maintain strong relationships with government partners (EDRMC, regional disaster bureaus), UN agencies, INGOs, and local actors.
- Coordinate with EKHC district offices, spiritual ministry teams, and church leadership to ensure seamless integration of church-based resources into the broader humanitarian architecture.
- When delegated by the Deputy Commissioner, represent EKHC-HADC at conferences, donor meetings, and in media engagements related to humanitarian response.
- Advocate for humanitarian access, protection of civic space, and direct funding to national and local responders (localization agenda) in alignment with Strategic Plan advocacy priorities.

8. Reporting & Compliance

- Ensure timely, accurate, and high-quality donor reports, internal reports, and government submissions for all emergency responses.
- Maintain oversight of program assets and resources (including grain banks, pre-positioned containers, church-contributed supplies) with integrity and stewardship.
- Ensure 100% compliance with donor regulations, government directives, and EKHC-HADC policies (including safeguarding and PSEA).
- Track and report on local and church-based contributions (in-kind value, volunteer hours, grain bank reserves) as part of organizational impact reporting.

9. Other Duties

- Perform other activities as assigned by the Deputy Commissioner or the Commission Office.

Required Qualifications & Experience

Education

- Master's degree (or Doctorate) in a relevant field such as:
    - Humanitarian Studies, Disaster Risk Management, or Emergency Response
    - Public Health, Nutrition, or WASH
    - Development Studies, International Relations, or related social sciences

Professional Experience

- Minimum of 10 years of progressive experience as Director, Senior Program Manager, Project Leader of Program, Head (or 7 years with a Doctorate) in humanitarian program

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leadership and management, with significant field-based experience in complex emergencies, rapid-onset crises, or insecure environments.

- Proven track record in emergency preparedness, early warning systems, and multi-sectoral response (food security, WASH, shelter, protection, cash programming).
- Demonstrated experience in mobilizing local resources (in-kind donations, volunteer networks, community grain banks) for emergency response.
- Experience working with faith-based organizations, church networks, or religious institutions in humanitarian contexts.
- Demonstrated experience in donor compliance and reporting (USAID/BHA, ECHO, UN agencies, OCHA, SIDA, GAC, etc.).

Required Skills & Competencies

1. Spiritual & Character Qualifications (Essential Criteria)

Candidates for senior leadership and all Staffs at EKHC-HADCo must demonstrate practical alignment with the Christian faith and values upon which the organization is founded, consistent with 1 Timothy 3:1–13 and Titus 1:6–9.

1. Blameless Character & Integrity: Above reproach in personal and professional conduct; honest in all dealings; transparent in financial and programmatic decisions; consistent in words and actions.

2. Faithful Witness for the Gospel: Lives a life reflecting the love and grace of Christ; serves as a positive ambassador for EKHC-HADC without coercion or proselytization; articulates faith-service connection appropriately.

3. Servant Leadership & Humility: Prioritizes needs of staff, communities, and partners above personal ambition; leads by example; empowers others; exercises authority as service, not status.

4. Beyond Reproach in Moral Conduct: Maintains high moral standards in all relationships; avoids all forms of sexual exploitation, abuse, or harassment; submits willingly to accountability structures.

5. Stewardship of Resources: Manages organizational assets (financial, human, material, environmental) as God's entrusted resources; rejects waste, fraud, self-enrichment, and empire-building.

6. Compassion & Justice for the Vulnerable: Advocates for and serves the poor, displaced, marginalized, and oppressed; prioritizes the most vulnerable without discrimination; translates empathy into action.

7. Commitment to Unity & Peace: Builds bridges across ethnic, religious, and political divides; rejects partisanship and tribalism; actively promotes reconciliation and social cohesion.

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Practical Expectations:

- Personal testimony of faith in Jesus Christ with evidence of spiritual maturity
- Active membership and ministry of a local church of the EKHC.
- Favorable references from church leaders or Christian mentors attesting to character
- Willingness to participate in organizational spiritual activities such as devotions, prayer gatherings
- Respect for all faith backgrounds while serving with impartial Christian love

2. **Technical Skill Category Requirements**
   - Leadership: Proven ability to lead multidisciplinary teams in high-pressure, insecure environments.
   - Technical Expertise in SPHERE standards, Core Humanitarian Standard (CHS), humanitarian principles, and the Humanitarian Program Cycle.
   - Church Engagement: Ability to work sensitively and effectively with church leaders, district offices, and spiritual ministry teams, respecting faith dynamics while maintaining neutrality and impartiality in service delivery.
   - Local Resource Mobilization: Practical experience in establishing grain banks or similar initiatives, pre-positioned supply systems, and volunteer networks at community and church levels.
   - Coordination: Excellent interpersonal and negotiation skills for cluster coordination, government liaison, and inter-directorate collaboration (especially with Strategic Growth Director).
   - Training & Facilitation: Ability to train church leaders and community volunteers on emergency preparedness, early warning, and response.
   - Communication: Exceptional written and oral communication skills in English; working proficiency in Amharic; additional national languages are an advantage.
   - Computer: Proficient in MS Office (Word, Excel, PowerPoint, Teams) and mobile data collection tools (ODK, Kobo Collect).
   - Personal: High emotional resilience, cultural sensitivity, commitment to PSEA and safeguarding, ability to work under extreme pressure.

Language Proficiency

- High-level proficiency in spoken and written English (required)
- Working proficiency in Amharic (required)
- Additional national languages are an advantage

Computer Skills

- Proficient in essential computer operating systems and core software skills (MS Office, email, internet, basic data analysis)

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Reporting & Working Conditions

- Reports to: Deputy Commissioner
- Direct Reports: Emergency Response Managers, Early Warning Coordinators, Protection Focal Points, Grain Bank/Logistics Officers (as per organizational structure)
- Key Internal Collaborators:
    - Strategic Growth Director (for coordination on church resource mobilization, localization, and Faith-Development Integration)
    - EKHC District Offices and Spiritual Ministry Teams (for operational church engagement)
    - Programs Directors, Finance Director, HR Director, Operations Director
- Travel: Up to 50% travel to field locations, including remote and insecure areas
- Working Environment: Fast-paced, high-pressure, with frequent emergencies requiring immediate response

Advocacy & Representation

- When delegated by the Deputy Commissioner, represent EKHC-HADC at conferences, cluster meetings, donor events, and in media engagements related to humanitarian aid and emergency response.
- Advocate for the role of local and faith-based actors in humanitarian response, including the value of church networks, grain banks, and community volunteer systems.

Interested internal/External applicants can submit their updated CV's and Photo copies of their credentials in person or to the following address:

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