UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: **Emergency Manager** **JOB LEVEL**: **P4** **REPORTS TO**: Chief of Field Operations and Emergency **LOCATION**: Port Sudan **FUNDING SOURCE AND WBS**: WBS:4020/A0/07/880/007/003 Grant: SM229910	JOB PROFLE NO.: 60000629 CCOG CODE: 1S FUNCTIONAL CODE: EME JOB CLASSIFICATION _____

PURPOSE OF THE JOB

Under the direction and guidance of the Chief of Field Operations and Emergency, the Emergency Manager coordinates overall country office emergency preparedness and response. Responsible for the development, planning, implementation, monitoring and evaluation of the emergency interventions, including fund-raising for emergency activities, to ensure the survival and well-being of children and mothers and affected communities in emergency. Provides coordination and support for policy and programme planning and management in UNICEF supported emergency programme.

KEY END-RESULTS

1. Emergency preparedness is effectively arranged together with establishment of country contingency plans and early warning mechanisms.
2. Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
3. Emergency plans of action are developed, and compliance and coordination of all sectors with the plans are implemented.
4. Policy advice on emergencies and programme guidance related to implementation of emergency preparedness measures are effectively provided.
5. Coordination and management of emergency preparedness and response and a consistent flow of information of the humanitarian situation are effectively maintained within the office.
6. Significant improvements are made in the emergency preparedness and response capability of UNICEF staff and implementing partners through conduct of effective training activities.
7. In the event of an emergency, UNICEF's presence is promptly established, and the initial emergency operational tasks are effectively executed, including provision of support for information communication technology, telecommunications facility and all staff security related assistance in the country office.
8. Needs assessment is effectively conducted to determine priorities and an appropriate intervention by UNICEF based on the local emergency situation affecting children and their families and community.
9. Effective assistance is provided to the Chief of Field Operations and Emergency in emergency operations oversight and program management with clear accountabilities.
10. Emergency appeals and project proposals are prepared, and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding.
11. Longer-term requirements of the emergency operation/interventions are determined to develop a regular operational and staffing structure.
12. Continuous, effective and strategic coordination, communication, consultation and liaison are

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maintained with authorities, UN agencies, NGOs and donors in support of the special needs of children and women affected by emergency situations within the framework of the cluster approach and based on the Core Commitment for Children.

13. Management is kept informed of humanitarian developments in relevant policies, situation developments, potential threats and opportunities/issues in the country.

14. Emergency preparedness and response strategies are mainstreamed in the country office's workplans. Sectoral input is provided for all related documents for the office's Emergency Preparedness and Response, as well as for the Situation Analysis and the Country Programme Document.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

Emergency Preparedness

1. Ensures that adequate emergency preparedness measures are taken through the development and updating of country contingency plans and establishment of early warning mechanisms, which leads to more effective preparedness and response to specific emergencies.

2. Participates in the formulation and development of plans of action in preparation and response to emergencies, and monitors compliance of all sectors with emergency plans of action, including financial resources. Ensures coordination of the management of emergency preparedness and response.

3. Provides policy and program advice related to emergencies, including on management related issues. Provides direction and guidance to the country office in the implementation of emergency preparedness measures, which strengthens preparedness and response mechanisms in the country faced with impending emergencies.

4. Develops and maintains databases on country/regional information and ensures the flow of information and communication crucial for the planning and implementation of emergencies. Identifies availability of resources in emergency prone areas and establishes logistics plans to be implemented during an emergency operation, to ensure a timely and effective emergency response.

5. Assists in developing and conducting emergency training courses specifically designed for regional standby Emergency Response Teams; participates in these courses with the Team, and participates in other emergency training workshops in the region, leading to build-up in the emergency preparedness and response capability of UNICEF staff and implementing partners. Plans, organizes and conducts training for the office's staff capacity building in emergencies preparedness and response.

Emergency Response

6. In the event of an emergency, takes prompt action as Team Leader or member of the Emergency Response Team which is deployed immediately to establish UNICEF's presence and implement the initial operational tasks relating to emergency assistance. Ensures that the office is provided with effective telecommunications facility and security assistance for the staff in an emergency, as necessary. In coordination with the programme and operations groups, establishes contact with all UNICEF staff and their dependants and visitors to ensure their safety and whereabouts, and informs OPSCEN and the Representative of their status.

7. Assesses local conditions resulting from the emergency situation affecting children and their families in the country. Leads and/or participates in needs assessment missions in order to determine priorities and an appropriate intervention by UNICEF. Participates in UN Country team emergency response and contributes to assessing the

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crisis and humanitarian situation in the country with special regard to the survival, protection and wellbeing of children, adolescents and women.

8. Assists in the Chief of Field Operations and Emergency in oversight and program management to ensure that the funding, budget, management, reporting, and field presence coordination are managed efficiently and effectively with clear accountabilities.

Emergency Project

9. Prepares inputs for appeals and updates related to emergencies as well as project proposals for emergency. Works with program sections and senior management to mobilize donor response and recovery/rehabilitation-related funding, including annual or multi-annual humanitarian appeals and documents.

10. Establishes longer-term requirements of the emergency operation/interventions. Plans and develops a more regular operational and staffing structure to take over from the Emergency Response Team.

11. Maintains continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies, NGOs, donors and allies to appeal for aid for children and women with the special needs resulting from emergency situations requiring effective emergency responses in all sectors. Identifies implementing/operational partners and establishes implementing arrangements. Ensures that the UNICEF support is effectively provided to the government with respect to sectoral coordination within the framework of the cluster approach and based on the Core Commitment for Children.

12. Represents UNICEF in all humanitarian and recovery related forum at the strategic level and keeps management informed of all humanitarian developments in the country in terms of policies, strategy, situation developments, potential threats and opportunities/issues in partnership.

13. Ensures that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Prepares sectoral input for the country programme documents, plan of action, annual workplans, and all related documents of the office's Emergency Preparedness and Response. Contributes towards the preparation of the Situation Analysis and the Country Programme Document.

QUALIFICATION and COMPETENCIES

1. **Education**

   Advanced University degree in one of the following fields: social sciences, public administration, law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.

2. **Work Experience**

   Eight years of progressively responsible professional work experience at the national and international levels in programme/project development, planning, implementation, monitoring, evaluation and administration.
   Developing country work experience (for IP) or field work experience (for NO).
   Previous experience in emergency response management in L3 or highlight complex humanitarian environments.

3. **Language Proficiency**

   Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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4. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

5. Technical Knowledge[1]

a) Specific Technical Knowledge Required (for the job
(Technical knowledge requirements specific to the job can be added here as required.)

- UNICEF policies and strategy to address on national and international emergency issues, particularly relating to conflicts, natural disasters, and recovery.
- Knowledge of global humanitarian issues, specifically relating to children and women, and the current UNCEF position and approaches.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- Knowledge of humanitarian reform principles, international humanitarian laws, reform updates.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields.
- UN security operations and guidelines.
- Knowledge of the principle of gender parity and equality.

b) Common Technical Knowledge Required (for the job group)

- The UNICEF mission statement; UNICEF Board policy papers and decisions.
- The Core Commitments for Children in Emergencies.
- The Convention on the Rights of the Child; Convention on the Elimination of All forms of Discrimination against Women.
- EMOPS Technical Notes, EMOPS Emergency Field Book.
- UNICEF Program Manuals, policy guidelines, ExDirs, PROs; Country Programme documentation.
- UNICEF personnel, financial, supply and administrative rules, regulations and manuals.

[1] Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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- National development plans and policies; Guidelines and manuals from NGO/donor partners
- Annual work plan.
- UNDAF; The UN Humanitarian Reform; IASC documents, guidelines and materials on UN Humanitarian Reform and the cluster approach.
- Information & Communications Technology literacy, including skills and knowledge of office system applications, LAN, internet navigation, telecommunications, and data analysis.

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- UN policies and strategy to address international humanitarian issues and response.
- UN common approaches to programmatic issues and UNICEF positions in international developing cooperation.
- Current knowledge of development issues and social programming in international development cooperation context.