



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Emergency Manager**
Supervisor Title/ Level: **Chief Field Office, P5**
Organizational Unit: **Programme**
Post Location: **Pemba, Mozambique**
Post duration : **6 months**

Job Level: **P-3 TA**
Job Profile No.: **135126**
CCOG Code: **1S**
Functional Code: **EME**
Job Classification Level: **P-3**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

UNICEF Mozambique is mid to large UNICEF Country Office with an exciting and innovative programme for championing child rights in the country. The CO has an annual programme budget of approximately US\$ 102 million and over 250 staff members. The current CPD 2022-2026 covers Health, Nutrition, WASH, Education, Child Protection and Social Policy & Protection. The country has an interesting emergency context with an insurgency in the north, and natural hazards including drought, floods, and cyclones. There is significant interest in nexus programming, while the conflict context remains fluid with active displacements. The Country Programme focuses on integrated and convergent programming requiring innovative and collaborative programming skills.

Pemba is a large field office with more than 38 staff, with hub offices in Mueda and Mocimboa Da Praia. The Area of Responsibility (AoR) covers the Province of Cabo Delgado (17 districts). The Emergency Manager coordinates planning, implementation, and reporting on all programmes, including humanitarian and development, with a significant focus on the USA OCHA Pooled Funds while also supporting risk management and decentralization. The role is strategic in ensuring UNICEF resources, especially the USA OCHA funds are used effectively to deliver results for children in both humanitarian and development contexts, in alignment with the HDP Nexus.

Purpose for the job:

Reporting to the Chief of Field Office, the Emergency Manager advances UNICEF's Humanitarian-Development-Peace (HDP) Nexus approach, ensuring that emergency preparedness and response are systematically linked to longer term development and peacebuilding objectives. The role facilitates joint risk analyses, multi-sectoral planning, and capacity building for local systems, working collaboratively with humanitarian, development, and peace actors to deliver sustainable results for children and communities in Cabo Delgado.

The role involves providing core functions of a UNICEF Emergency Manager. This includes support for emergency coordination, emergency response, emergency preparedness, nexus programming, monitoring and reporting. A significant focus of this position will be overseeing the USA OCHA grant.

III. Key End Results, functions/accountabilities

Key End Results

1. Emergency preparedness and response are designed and implemented while linking immediate action to longer term development and peace outcomes.
2. Joint risk analyses and multi-sectoral planning are conducted, integrating humanitarian, development, and peacebuilding perspectives.
3. Emergency plans of action are developed with gender, conflict sensitivity, and sustainability in mind.
4. Technical advice is provided on response and nexus programming, supporting system strengthening and resilience.
5. Coordination and information flow on humanitarian situations are maintained, with a focus on coherence across sectors and partners.
6. Capacity building activities strengthen local institutions and communities for sustained emergency preparedness and response.
7. In emergencies, UNICEF's presence is promptly established, with operational tasks executed to support both immediate needs and longer-term recovery.
8. Needs assessments inform both emergency interventions and development planning, ensuring appropriate, sustainable responses.
9. Timely delivery of assistance and supplies is ensured, with monitoring of resource use for effective, nexus-aligned project delivery.
10. Emergency appeals and project proposals reflect nexus principles, mobilizing donor support for both immediate and recovery needs.
11. Longer term requirements of emergency operations are identified, supporting transition to regular operational and staffing structures.
12. Strategic coordination, communication, and liaison are maintained with Government, UN agencies, NGOs, donors, and allies, supporting the HDP Nexus and the Core Commitments for Children.
13. Management is kept informed of humanitarian developments, nexus opportunities, and risks.
14. Emergency preparedness and response strategies are mainstreamed in office workplans, with sectoral input for all related documents, including Situation Analysis and Country Programme Document.

Summary of key functions/accountabilities:**1. Emergency Preparedness**

- Develop and update contingency plans and early warning mechanisms that link emergency preparedness to development and peacebuilding goals.
- Participate in joint risk analyses and planning with humanitarian, development, and peace actors.
- Ensure compliance and coordination of all sectors with nexus-focused emergency plans of action, including financial resources.
- Organize and conduct capacity-building for staff and partners, emphasizing nexus principles and sustainability.

2. Emergency Response

- Oversee the successful management of the USA OCHA grant as a priority focus.
- Act promptly as part of the Emergency Response Team, ensuring actions contribute to both immediate relief and longer-term resilience.
- Conduct needs assessments that inform both emergency and development interventions.
- Coordinate with partners to ensure emergency actions support sustainable development and peace outcomes.
- Monitor resource use and project delivery.
- Prepare inputs for appeals and updates to mobilize donor support.

3. Nexus and Peacebuilding

- Provide technical advice on nexus programming and system strengthening.
- Coordinate the implementation and management of nexus and PB focused programming, ensuring activities contribute to integrated service delivery, system strengthening and resilience.
- Undertake field visits to assess conditions and monitor progress, making technical decisions that support nexus outcomes.
- Maintain strategic coordination and liaison with partners, supporting sectoral coordination, durable solutions, nexus and peacebuilding programming.
- Participate in humanitarian and recovery forums, keeping management informed of nexus-related developments.

4. Programme Monitoring and Effectiveness

- Oversee monitoring and reporting in the field office across all dimensions of the programme.
- Ensure information management systems that monitor and report on response, nexus and peacebuilding programming are established and operational.
- Maintain databases and information flows that support integrated planning and implementation.

IV. Competencies and level of proficiency required**Core Values**

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

Competencies:

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

V. Technical Knowledge and Skills

- EPP – Understand the policy and guidance;
- Response planning and reporting – Examples of Planning across sections aligned to CCCS;
- CCC understanding;
- HAC development and understanding – Humanitarian Strategy and HPM;
- Risk analysis - To inform preparedness and response;
- Emergency level understanding – L1 / I2 / L3 and related products i.e. EMT;
- CERF Understanding - Emergency Grants;
- Access Strategy understanding;
- System strengthening, risk-informed programming, resilience measurement including linkages with Nexus, Development and Peacebuilding;
- UNICEF policies and strategy on nexus programming, emergency issues, and recovery;
- UN humanitarian reform principles, international humanitarian law, gender parity and equality;
- Global humanitarian, development, and peacebuilding issues, especially relating to children and women;
- Collaborative leadership, systems thinking, conflict sensitivity, and innovation;
- Knowledge of UNICEF's HDP Nexus Procedure, Core Commitments for Children, and relevant interagency guidance;
- Inter-Agency Engagement;
- Joint Response Plan / Rapid Response Mechanism;
- Capacity Building and;
- Team Management.

VI. Recruitment Qualifications

<p>Education:</p>	<p>Advanced university degree in social sciences, public administration, international law, public health, nutrition, international relations, business administration, or related disciplines is required. Preferably a combination of management, administration, and relevant technical fields.</p> <p>*A first level university degree with an additional two years of experience may be accepted in lieu of the advanced university degree.</p>
<p>Experience:</p>	<p>A minimum of five years of progressively responsible professional work experience at national and international levels in programme/project development, planning, implementation, monitoring, evaluation, and administration is required.</p> <p>Experience in nexus programming, emergency response management, and system strengthening are highly desirable.</p>
<p>Language Requirements:</p>	<p>Fluency in English required. Working knowledge of Portuguese will be a very strong asset. Knowledge of the local language is an asset.</p>

VII. Child Safeguarding Risk Assessment	
Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children.
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No