

REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile



FOR COMPLETION BY REQUESTING DEPARTMENT

Post/Case No: FJI18008	Establishment of a New Post: <input checked="" type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>
Division/Field Office: Emergency		Official Title: Emergency Specialist	Proposed Grade: P3
Office: Suva, Fiji	Organizational Title Request:		
Section: Programme			
Unit:		Duty Station: Suva, Fiji	
(Please attach Departmental organizational chart clearly identifying the post, its reporting relationship and any supervisory responsibilities if applicable)			

Justification for Specific Job Description:

Generic JD is not appropriate because this is a multi-country office and the Pacific is one of the most hazard-prone areas in the world. The storm season is almost year round as typhoons in the North Pacific occur between June-December while cyclones in the south appear between December-April. The Pacific is also one of the most seismically active places with strong quakes registering sporadically. The UNICEF Multi-Country Office (MCO) for the Pacific have responded to two Category 5 cyclones and the El Niño drought over the past two years. The small island countries in the Pacific are also the most vulnerable to climate change.

Given these risks, it is therefore contingent that the MCO and its sub-offices maintain an optimal level of preparedness for any emergency and integrate climate and disaster risk management within its multi-country programming.

There is a valid management need for this unique JD:

	Title	Name	Signature	Date
Supervisor:	Deputy Representative	Vathinee Jitjaturunt		25/5/2017
Head of Office:	Representative	Sheldon Yett		29/5/2017

FOR COMPLETION BY DHR ONLY

Approval of Specific Job Description:

APPROVED:



NOT APPROVED:



HR Officer

A. BRUSA

Date:

31.5.2017

Comments:



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

CASE NO: FJI18008

Job Title: Disaster Risk Reduction and
Emergency Specialist
Supervisor Title/ Level: Deputy
Representative
Organizational Unit: Programme
Post Location: Suva, Fiji

Job Level: P3
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

A. BRUSA

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.

Under the guidance and supervision of the supervisor, establishes and implements country office emergency preparedness and response. Responsible for the development, planning, implementation, monitoring and evaluation of disaster risk reduction, preparedness and emergency interventions to ensure the survival and well-being of children and mothers, and the affected communities.

Job organizational context

The position will report to the P5 Deputy Representative. It will be based in the UNICEF Multi-Country Office for the Pacific in Suva, Fiji and may be asked to provide technical assistance in three Field Offices (FOs) or in other island countries it covers.

Purpose for the job

The Pacific is one of the most hazard-prone areas in the world. The storm season is almost year round as typhoons in the North Pacific occur between June-December while cyclones in the south appear between December-April. The Pacific is also one of the most seismically active places with strong quakes registering sporadically. The UNICEF Multi-Country Office (MCO) for the Pacific have responded to two Category 5 cyclones and the El Niño drought over the past two years. The small island countries in the Pacific are also the most vulnerable to climate change.

Given these risks, it is therefore contingent that the MCO and its sub-offices maintain an optimal level of preparedness for any emergency and integrate climate and disaster risk management within its multi-country programming.

The purpose of the job is to assist the MCO in

1. Maintaining a minimum level of readiness for humanitarian response consistent with UNICEF mandate and the Core Commitment for Children in Humanitarian Action (CCC);
2. Coordinating immediate and early recovery response in emergencies that may arise; and
3. Integrating climate and disaster risk management in the current as well as in the next country programme for the Pacific.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

Emergency Preparedness

1. Adopts adequate emergency preparedness measures through the development and updating of country contingency plans and establishment of early warning mechanisms, to ensure effective preparedness and response to specific emergencies.
2. Participates in the formulation and development of plans of action in preparation and response to emergencies, 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 technical advice related to emergency preparedness and response, including on programme management related issues. Provides advice to the country office in the implementation of emergency preparedness measures in the field to strengthen preparedness and response mechanisms in the country faced with impending emergencies.
4. Develops and maintains databases on country/regional information, and ensure the flow of information and communication crucial for the planning and implementation of emergency preparedness and response management. Identifies availability of resources in emergency prone areas and establish logistics plans to be implemented during an emergency operation, to ensure a timely and effective emergency response.
5. Plans, organizes and conducts training for the office's staff capacity building in emergencies preparedness and response. Assists in developing and conducting emergency training courses. Provides training and/or briefing, as required. Participates in other emergency training workshops in the region, and builds up the emergency preparedness and response capability of UNICEF staff as well as implementing partners.

Emergency Response

6. In the event of an emergency, takes prompt action as a 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. Immediately verifies the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Ensures that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. In coordination with the programme and operations groups, establishes contact with all UNICEF staff, their dependants and visitors to ensure their safety and whereabouts, and informs OPSCEN and the Regional Director of their status.
7. Participates and assists with assessment of local emergency and security situation affecting children and mothers in the locality, in conjunction with the Regional Office, the HQ Divisions, and field staff. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children and its impact on the community. Assesses the validity of the office preparedness plan and ability of the office *vis-à-vis* the current crisis as well as immediate and additional needs. Determines corporate priorities and an appropriate intervention (supply procurement, fund-raising and staff development) by UNICEF. Coordinates with other partners to make a rapid assessment covering priority areas as defined by the Core Commitment for Children in Emergencies. Establishes contact with community groups, government, UN agencies, media and other partners to keep abreast of emergency situations.

8. Applies the emergency preparedness and response plan as necessary, and identifies urgent staffing requirements and redeploys country office staff as required. Executes the timely delivery of assistance and procurement of supplies, monitors the appropriate and effective use of UNICEF resources/inputs. Identifies problems and constraints in order to ensure effective project delivery. Certifies the disbursement of funds, monitors expenditures and submits financial status reports. Sets up a reporting system and sends daily situation reports to concerned parties.

Emergency Project

9. Participates in the implementation of plans of action and workplans for emergency projects. Implements and manages project activities. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Makes technical decisions on project administration (e.g., activates, requests or reprogrammes allocation of emergency funds). Prepares inputs for appeals and updates related to emergencies. 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 (e.g., pitch documents). Communicates and advocates on the situation and needs of children through local and international media, as appropriate.

10. Identifies longer-term requirements of the emergency operation/interventions. Proposes 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 special needs resulting from the emergency situation requiring an effective emergency response 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. Participates in all humanitarian and recovery related forum 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.

Disaster Risk Reduction, Climate Change Adaptation and Resilience

13. Promotes that disaster prevention, mitigation, preparedness and response strategies as well as resilient development approaches are mainstreamed in the country office's country programme documents and workplans. Prepares sectoral input for the country programme documents, plan of action, annual work plans, 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

14. Support the integration of risk-informed, adaptive to climate change and resilient to shocks and stresses in the new country programme and office management processes, ie

- a. Provide technical advice to management and sections in integrating climate and disaster risk management in the new country programme development process
- b. Provide peer review of draft country programme documents, including strategic notes, CPD, and CPMP; annual management plan as well as programme annual workplans.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The efficiency and efficacy of the incumbent can impact on the capacity of the MCO to effectively prepare and respond to humanitarian emergencies in the region and how it can make its programmes risk resilient. An effective response means that UNICEF is upholding its Core Commitment for Children in Humanitarian Action. A resilient development programming will also seek to address the underlying drivers of inequity, fragility and deprivation.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Working with people (III)
- Communication (II)
- Drive for results (III) (11)

Functional Competencies:

- Leading and supervising (III) (11)
- Deciding and initiating action (III)
- Planning and organizing (III) (11)
- Applying technical skills (III)
- Analyzing (III) (11)
- Coping with pressure and setbacks (III)
- Adapting and responding to change (III)

VI. Recruitment Qualifications

Education:

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

Experience:

- Five 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).
- Specialized training/experience in emergency response management highly desirable.

Language Requirements:

Fluency in English is required and another UN language is an asset

VII. Signatures- Job Description Certification

Name: **Vathinee Jitjaturunt**
Title: **Deputy Representative**

Signature

Date

Name: **Sheldon Yett**
Title: **Representative**

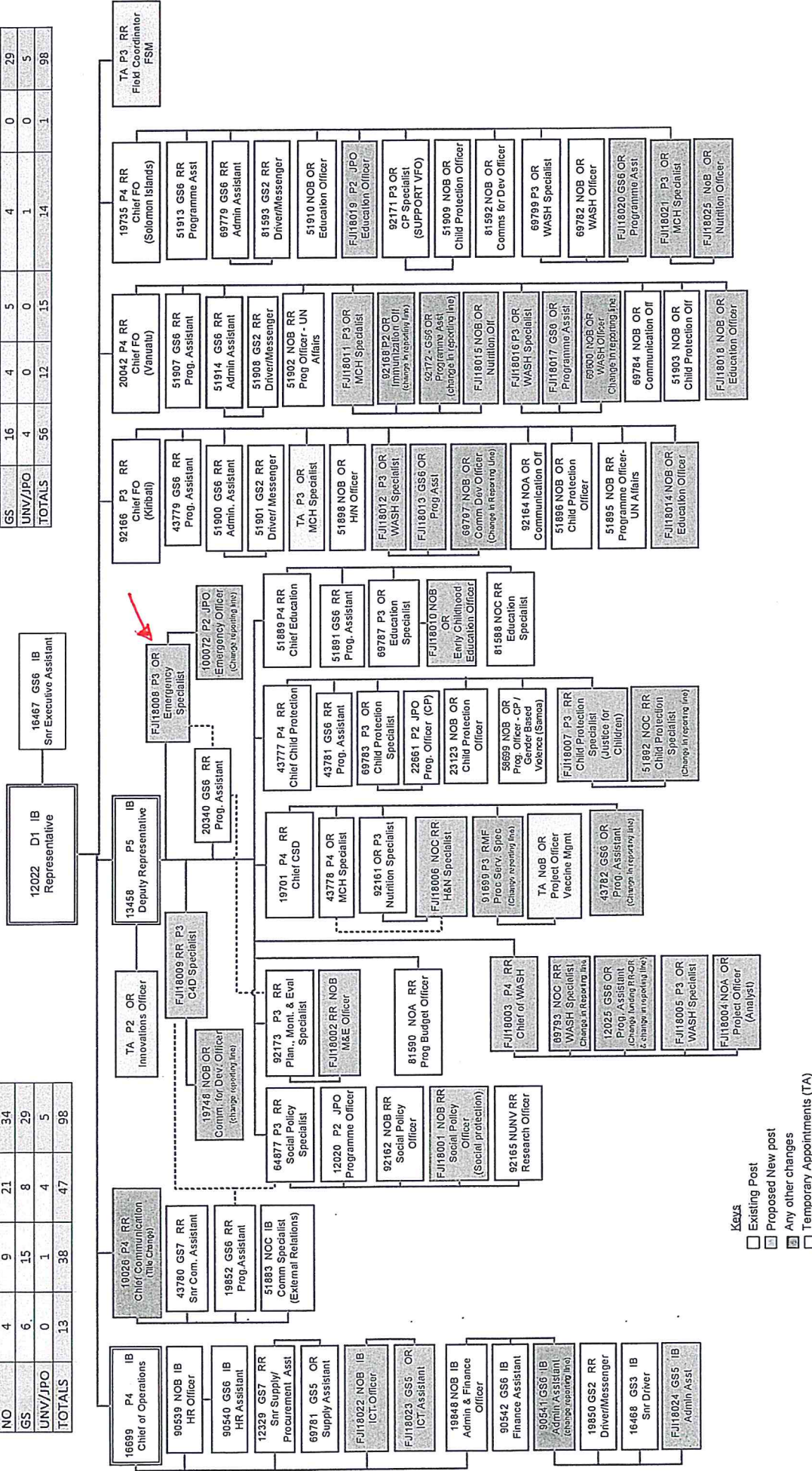
Signature

Date

UNICEF PACIFIC CURRENT & PROPOSED ORGANIZATION STRUCTURE 2018-2022

Category	IB	RR	OR	TOTAL
IPO	3	13	14	30
NO	4	9	21	34
GS	6	15	8	29
UNV/IPO	0	1	4	5
TOTALS	13	38	47	98

Category	FUJ	KIRIBATI	VANUATU	SOLOMON ISLANDS	SAMOA	TOTAL
IPO	20	2	4	4	0	30
NO	16	6	6	5	1	34
GS	16	4	5	4	0	29
UNV/IPO	4	0	0	1	0	5
TOTALS	56	12	15	14	1	98



- Keys**
- ☐ Existing Post
 - ☐ Proposed New post
 - ☐ Any other changes
 - ☐ Temporary Appointments (TA)

