

UNITED NATIONS CHILDREN'S FUND EMERGENCY SPECIALIST JOB PROFILE

PURPOSE OF THE JOB

Under the guidance and supervision of the Deputy Representative, establishes and implements country office emergency preparedness and response. Responsible the development, planning, implementation, monitoring and evaluation of the emergency interventions to ensure the survival and well-being of children and mothers, and the affected communities in an emergency situation.

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, AAP, PSEA and Nexus issues in line with the CCCs.
3. Emergency plans of action are developed, and compliance and coordination of all sectors with the plans are implemented.
4. Technical advice and guidance on emergencies and programme management related to implementation of emergency preparedness and response measures are effectively provided.
5. Coordination of emergency preparedness and response, and a consistent flow of information of the humanitarian situation are effectively maintained within the office.
6. Substantive 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 (when possible within the interagency framework), 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, their families and community, when possible within the interagency framework.
9. Timely delivery of assistance and supplies is provided, urgent staffing requirements are identified, and the appropriate use of UNICEF resources is monitored for effective project delivery.
10. Coordinates the elaboration of emergency appeals and project proposals with the different programmatic areas, 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 build a regular operational and staffing structure.
12. Continuous, effective and strategic coordination, communication, consultation and liaison are maintained with Government, UN agencies, NGOs, humanitarian inter agency network, donors and allies 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.
15. Coordinates the elaboration and ensures that quality of emergency reports (SITREPs, donors....), are timely provided.
16. Oversees the use of emergency funds, to ensure compliance with emergency donors requirements.
17. Coordinates and supervises a coordination team for UNICEF led cluster/AdR/sector (coordinators and IM), and ensures coherence within UNICEF and the inter-agency humanitarian network strategies, objectives.

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18. Maintains a constant communication and coordination with the emergency team in LACRO

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. Leads and coordinates the CO preparedness planning process/review every year (or when needed) at time of the work planning using the Emergency Preparedness Platform (EPP) and establishes early warning mechanisms, to ensure effective preparedness and response to specific emergencies.
2. Identifies the funding and other resources needs for an effective preparedness, pursuing knowledge management on humanitarian issues.
3. Ensures consistency between inter agency (including UNICEF led clusters/AoR/Sectors) and UNICEF preparedness plan.
4. Monitors contextual risks regularly and update the EPP if needed. Ensures the inclusion of risk analysis and preparedness into SitAn, CPD, work plans and annual management plans.
5. Coordinates the formulation and development of the annual emergency response plans (ERP) and HACs 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.
6. Participates, supports and coordinates the UNICEF led clusters/AoR/sectors for the elaboration of the inter-agency humanitarian needs overview (HNO) and humanitarian response plan (HRP) / appeals.
7. 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.
8. Ensures 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.
9. 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.
10. Ensures a continuous, effective, and strategic coordination, communication, consultation and liaison with Government, the humanitarian inter agency network, NGOs, donors and allies.

Emergency Response

11. In the event of an emergency, analyses the scale of the emergency and humanitarian needs, and takes prompt action proposing the activation of emergency response mechanism including the immediate deployment of the Emergency Response Team (ERT) 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.
12. Participates or coordinates with assessment of local emergency and security situation affecting children and mothers in the locality (when possible within the framework of inter-agency assessments). 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

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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 the humanitarian inter agency network and other partners as needed 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.

13. 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.

14. Ensures coordination among the different teams (program, operations, monitoring among others) to have a timely and quality multisectorial response.

15. Ensures a continuous, effective, and strategic coordination, communication, consultation and liaison with Government, the humanitarian inter agency network, NGOs, donors and allies, and with UNICEF led clusters/AoR/sectors.

16. Oversees the compliance with the CCCs in the response strategy, including nexus and early recovery when feasible.

17. Coordinates and ensures timely and quality emergency reporting: situation reports, appeal documents, donors reports, annual reporting among others

18. Coordinates the elaboration of and ensures the quality and compliance with humanitarian standards of sectorial and multisectoral donors' proposals for emergency programming.

19. Quality ensure of HPDs/amendments to be in line with UNICEF emergency response strategy, needs and donors' requirements.

20. Oversees the use of emergency funds to ensure the compliance with donors' requirements.

21. Coordinates evaluative exercises such as after-action reviews, lessons learned exercises and operational reviews to inform corrective action.

Emergency Project

22. Participates in the implementation of plans of action and workplans for emergency projects. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Proposes 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.

23. 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.

24. Maintains continuous, effective and strategic coordination, communication, consultation and liaison with LACRO emergency team, Government, UN agencies, the humanitarian inter agency network, 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.

25. Participates in the key 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.

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26. Promotes that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Prepares emergency 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, annual reports and the Country Programme Document.

27. participates in the evaluation/selection processes of humanitarian implementing partners, to ensure compliance with humanitarian standards and CCCs.

JOB GRADE FACTORS ¹

P3

- Typically, as a functional specialist, provides technical leadership, guidance and support for sectoral/inter-sectoral programme development, design, planning, implementation, and administration of specific emergency project activities within a country programme in a small to medium size country office structure.
- As a seasoned professional technical specialist, the incumbent is held accountable for timely and effective technical contribution to the Emergency Preparedness and Response Management besides technical contribution to the preparation of situation analysis, programme documents, as well as programme strategy, planning, implementation, monitoring, and reporting.
- Holds primary responsibility for the implementation of Emergency programme goals and objectives consistent with the established strategy.
 - Holds contributory responsibility for strategic recommendations and decisions on the components of situation analysis and programme/project strategy development.
- Assumes primary responsibility for effective management of the assigned cluster, including oversight/supervision of project staff, financial accountability of funds and human resources management and development.
- The job requires excellent communication, negotiation, and other human relations skills, as well as effective strong leadership and decision-making competency in the complex working environment dealing with other UN agencies, governmental officials, NGO counterparts, donors and other important partners.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. 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.

2. Work 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, including at least two year in emergency contexts.

Developing country work experience (for IP) or field work experience (for NO), including in at least one country in emergency context

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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3. Language Proficiency

Fluency in English and Spanish is required

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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

- Nurtures, Leads and Manages People (1)
- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.