

JOB TITLE: Emergency Specialist JOB LEVEL: Level 4 REPORTS TO: Chief of Field Office, Level-P5 LOCATION: Cox's Bazar	JOB PROFILE NO.: CCOG CODE: 1.S FUNCTIONAL CODE: PY/P-4 JOB CLASSIFICATION _____
---	---

PURPOSE OF THE JOB

Under the direction and guidance of the Chief of Field Office, coordinates overall UNICEF program interventions including emergency preparedness and response. Responsible for the development, planning, implementation, monitoring and evaluation of the UNICEF interventions, including fund-raising for activities, to ensure the survival and well-being of children and mothers and affected communities. 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. Supervision and provide technical guidance of the team leads (WASH, Education, Nutrition, Health, Child Protection and PMR) .
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 Field Office and/or (Deputy) Representative in day-to-day operations oversight and program management with clear accountabilities.
10. Emergency appeals including Cox's Bazar component of HAC 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 maintained with Government, UN agencies, NGOs, 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.

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 Chief Field Office 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 conjunction with the Regional Office, the HQ Divisions, and field staff, in order to determine priorities and an appropriate intervention by UNICEF. Participates in UN Country team emergency response and contributes to assessing the crisis and humanitarian situation in the country with special regard to the survival, protection and wellbeing of children, adolescents and women.
8. Assists the Chief Field Office and/or (Deputy) Representative in day-to-day operations oversight and program management to ensure that the funding, budget, management, reporting, and field presence coordination are managed efficiently and effectively with clear accountabilities.
9. Effective coordination and supervision of the UNICEF Programs (WASH, Education, Nutrition, Health, Child Protection and PMR)

Emergency Project

9. Prepares inputs for appeals and updates related to UNICEF program interventions as well as project proposals 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 UNICEF 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.
14. In absence of Chief of Field Office, take overall responsibility of managing the office as OIC.

JOB GRADE FACTORS ¹

P/L4;

- Typically, as head of the programme section, provides leadership, guidance and direction for overall programmer development, design, planning, implementation, and management in a small to medium size country office structure.
- Holds primary responsibility for formulation of Emergency programme goals and objectives and the development of strategies and innovative approaches.
- Holds shared responsibility for strategic recommendations and decisions on situation analysis, programme/project planning, implementation and evaluation as well as administrative decision making on the use of funds and human resources that have significant impact on Emergency projects.
- Assumes primary responsibility for effective management of the cluster, including oversight/supervision of teams 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 decisive leadership and decision-making competency under pressure in the complex working environment dealing with other UN agencies, governmental officials, NGO counterparts, donors and other important partners.

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, with significant emphasis on analysis and advice on the needs of children and women affected by emergencies

Direct field experience in emergency programme planning, management, or evaluation highly desirable.

Specialized training/experience in emergency response management highly desirable.

Relevant UN or international NGO experience is an asset.

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.

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)

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.

- 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.

5. Technical Knowledge²

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 UNICEF 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.
- 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.

² 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.

Child Safeguarding Certification
(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NoV</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NoV</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> NoV</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.</i></p>	<p><input type="checkbox"/> YesV <input type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NoV</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children³; or Measures to manage other safeguarding risks are considered unlikely to be effective⁴.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NoV</p>

³ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

⁴ i.e. the role-risk will be compounded by other residual risks.