UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: **Emergency Officer (Information Management)** **JOB LEVEL**: **Level 2 (NO-2)** **REPORTS TO**: Emergency Specialist, P-3 **LOCATION**: Country Office, Dhaka	JOB PROFILE NO.: BAN22004 CCOG CODE: 1S FUNCTIONAL CODE: EME JOB CLASSIFICATION _____

PURPOSE OF THE JOB

Under the supervision of and in regular consultation with the supervisor, implement country office emergency preparedness and response. Responsible for the information management and related technical contribution to the development, planning, implementation, monitoring and evaluation of the emergency interventions to the survival and well-being of children and mothers and affected communities in an emergency situation.

KEY END-RESULTS

1. Timely and thoroughly provided professional assistance in emergency information collection, data maintenance and analysis to identify emergency-prone situations and contribute to early warning, and enhancing emergency preparedness and response plans included with gender issues. .

2. Substantive professional contributions are made to the formulation of emergency plans of action, contingency plans, and monitoring of compliance with plans of action. Gather information on best practices in emergency situation for the preparation of contingency plans.

3. Effective analysis of available data regarding the evolving emergency situation and its implications to the operation are timely provided. Supports constant flow of information and communication crucial for the planning and implementation of emergencies responses.

4. Staff training in data management and data analysis for emergencies preparedness and response is effectively supported to enhance the emergency preparedness and response capability of the office.

5. In the event of an emergency, prompt support is provided for Field Offices to execute the initial operational tasks by collecting accurate information on the nature and scope of the emergency, ensuring effective telecommunications facility and staff security assistance, and promptly reporting the status as required.

6. Professional support is provided to establish facts and needs, coordinate a rapid assessment, and determine priorities and an appropriate intervention by UNICEF.

7. Timely delivery of assistance and supplies is maintained, urgent staffing requirements are identified, and the appropriate and effective use of UNICEF resources is monitored for effective project delivery.

8. Substantive input and assistance are provided in the implementation of emergency plans of action, workplans, emergency appeals, and in the mobilization of donor response and recovery/rehabilitation-related funding.

9. Lessons learnt from UNICEF's emergency operations experience are collected and analysed for adoption of the best practices and standards for longer-term emergency interventions. Longer-term requirements of the emergency operation/interventions are effectively identified.

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

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

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. Provides professional assistance in risk analysis to identify emergency-prone conditions/situations and contribute to early warning and timely emergency preparedness.

2. Assists in the formulation of plans of action in preparation and response to emergencies. Use EPP for developing preparedness plan. Gathers information on best practices in emergency situations and use of UNPP for the preparation of contingency plans. Monitors compliance of all sectors with emergency plans of action.

3. Identifies formal and informal sources of information. Collects, interprets and analyses all available data on the evolving emergency situation and its implications to the emergency operation. Keeps the effective flow of information and communication crucial for the planning and implementation of emergency measures. Identifies availability of resources in emergency prone areas

4. Assists in organizing and conducting staff training for the office's capacity building in emergencies preparedness and response. Provides briefing, as required. Participates in other emergency training workshops in the region, and contributes to enhancement of the emergency preparedness and response capability of the office staff.

Emergency Response

5. In the event of an emergency, promptly assists in implementing the initial operational tasks relating to emergency assistance. Immediately collects reliable information to verify the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Follows up to ensure that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. Contacts with all UNICEF staff and their dependants and visitors to ensure their safety and whereabouts, and promptly informs head of office, supervisor and other emergency staff of their status as required.

6. Assists supervisor with assessment of local emergency and security situation. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children, mothers and the community. Assists with the assessment of the validity of the emergency preparedness plan and ability of the office *vis-à-vis* the current crisis as well as immediate and additional needs. Provides input in and contributes toward determining priorities and an appropriate intervention 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 the country office of emergency situations.

7. Participates in Implementing the emergency preparedness and response plan as necessary. Assists in identifying urgent staffing requirements and redeploying country office staff. Follows up with the timely delivery of assistance and procurement of supplies, and monitors the appropriate and effective use of UNICEF resources. Identifies problems and constraints in project delivery. Sends daily situation reports to concerned parties.

Emergency Project

8. Participates in the implementation of plans of action and workplans for emergency project. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Carries out project administration. Prepares inputs for appeals and updates related to emergencies. Coordinates with program sections staff and others to mobilize donor response and recovery/rehabilitation-related funding, including 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.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

9. Collects and analyses lessons learnt from UNICEF's emergency operations experience and contributes towards adoption of the best practices and standards for longer-term emergency interventions. Assists in identifying longer-term requirements of the emergency intervention/operations.

10. Works with other colleagues to make sure that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Assists in the preparation of sectoral input for the country programme documents, plan of action, annual work plans, and other related documents of the office's Emergency Preparedness and Response. Provides technical input in the preparation of the Situation Analysis and the Country Programme document, as required.

JOB GRADE FACTORS [1]

NO-2
- The scope of the job duties ranges from methodical data collection, analysis, and reporting, to effective monitoring and analysis of project implementation and management, with limited independent technical decisions on project implementation and evaluation which will impact on project efficiency and delivery. The nature of the job is mostly contributory technical work requiring substantive technical analysis and core knowledge of the specialized functional area. The work makes substantial contribution to the achievement of planned objectives of the project teams and the Section at the solid professional quality level. The supervisor guides and oversees the work process, progress and end-results delivery.
- The work also includes the review of appropriateness and completeness of financial and supply documentation as well as adherence to established allotments.
- Technical expertise is required to analyse data and background information in support of emergency situation analysis, risk analysis and updates.
- The job requires professional judgement to interpret and apply guidelines correctly. If necessary, recommends deviations from guidelines to programme/project officers, as appropriate.

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

1. **Education**

    University degree in one of the following fields: Social Sciences, Statistics, Business Administration Public Administration, Public health, Nutrition, International Relations, or other related disciplines.

2. **Work Experience**

    Two years of relevant professional work experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration.

    Field work experience (for NO). Training/experience in emergency response management highly desirable.

3. **Language Proficiency**

    Fluency in English is required.

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

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[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.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

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)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*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 Knowledge[2]

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.
- Emergency Preparedness Platform (EPP) a global online platform, UN Partnership Portal (UNPP), a global platform, KOBO platform for data collection, Power BI
- 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.

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[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.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

- 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.
- Gender equality and diversity awareness

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

- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- UN security operations and guidelines.
- UN policies and strategy to address international humanitarian/emergency issues and response.
- UN common approaches to programmatic issues and UNICEF positions in international developing cooperation.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

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.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	☐ Yes x No
2a. Is this a Direct* contact role?	☐ Yes x No
2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"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.	☐ Yes ☐ No
3a. Is this a Child data role? *:	x Yes ☐ No
3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * "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".	x Yes ☐ No
4. Is this a Safeguarding response role* *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	☐ Yes x No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[3]; or Measures to manage other safeguarding risks are considered unlikely to be effective[4].	☐ Yes x No

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[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.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE