



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

JOB TITLE: Emergency Specialist	JOB PROFILE NO.: 60000628
JOB LEVEL: Level 3	CCOG CODE: 1S
REPORTS TO: Regional Adviser Emergency	FUNCTIONAL CODE: EME
LOCATION: Regional Office for South Asia	JOB CLASSIFICATION: _____

II. Organizational Context and Purpose for the Job

Organizational context:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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

Purpose of the job:

Under the guidance and supervision of the Regional Emergency Coordinator, support country offices in establishing and implementing emergency preparedness and response. Contributes to the development, planning, implementation, monitoring and evaluation of the disaster management and emergency interventions as per ROSA Workplan and Global Guidance to ensure the survival and well-being of children and mothers, and the affected communities in an emergency situation.

III. Key function, accountabilities, and related duties/tasks

Summary of essential functions/accountabilities:

- 1. Emergency Preparedness**
- 2. Emergency Response**
- 3. Emergency Projects**

1. Emergency Preparedness

- 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.
- 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 of designated countries.
- Provides technical advice related to emergency preparedness and response to country offices, including on 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.
- 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.
- Contributes to planning organizing and conducting training for the regional office and country 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.

2. Emergency Response

- In the event of an emergency, takes prompt action as a member of the Regional Office Emergency Team, which is activated immediately to provide technical guidance and oversight to UNICEF's CO rapid assessments, response planning and implementation. Immediately verifies the nature and extend of the emergency with country focal points, government officials, other UN agencies or local organizations and media
- Maintains regional mechanism to monitor and track country level responses to emergencies, including natural disasters, disease outbreaks, and conflicts. Prepares regular emergency briefs on emerging and ongoing humanitarian situation for the regional office to ensure staff are aware of response activities.
- In the event of surge deployment, 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. 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 relevant interagency groups to keep abreast of emergency situations.

3. Emergency Projects

- Participates in the implementation of plans of action and workplans for emergency projects managed at the regional level. Implements and monitors regional project activities. Undertakes field visits to country offices as needed. Contributes to technical decision making 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). Works with Regional Advisors to mobilize donor response and recovery/rehabilitation-related funding, including annual or multi-annual humanitarian appeals and documents (e.g., pitch

documents).

- Identifies longer-term requirements of the emergency operation/interventions. Proposes a more regular operational and staffing structure to optimize delivery of results for children in the region.
- Maintains continuous, effective, and strategic coordination, communication, consultation and liaison with regional platforms of 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
- Participates in regional humanitarian and recovery related forum and keeps the Regional Emergency Advisor informed of all humanitarian developments in the country in terms of policies, strategy, situation developments, potential threats, and opportunities/issues in partnership.
- Promotes that disaster prevention, mitigation, preparedness, and response strategies are mainstreamed in the country office's workplans. Liaise with program sectors to ensure 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.

IV. 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 and disability 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. Technical advice on emergencies and programme management related to implementation of emergency preparedness measures are effectively provided.
5. Emergency preparedness and response, and a consistent flow of information of the humanitarian situation are effectively coordinated 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
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.
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. Emergency appeals 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 build 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.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

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

Core Competencies

- 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)

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Five years of progressively responsible professional work experience at the national and international levels in humanitarian programming, disaster management, and programme project development, planning, implementation, monitoring, evaluation, and administration. Work experience at the international level in developing countries and/or familiarity with emergency. • Specialized training/experience in emergency response management highly desirable. • Strong technical skills in editing, reporting and consolidation of quality documents and reports is required. • Demonstrated coordination skills, including cross-country is an asset. • Direct field experience in emergency programme planning, management or evaluation is an asset. • Working experience in the countries of South Asia region is a strong advantage

	<ul style="list-style-type: none"> • Relevant UN or international NGO experience is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and excellent written and oral communication and report writing skills in English is required. • Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. •
Technical Knowledge	<p>a) Specific Technical Knowledge Required (for the job)</p> <ul style="list-style-type: none"> • 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 UN humanitarian reform principles, international humanitarian laws. • Knowledge of the principle of gender parity and equality. <p>b) Common Technical Knowledge Required (for the job group)</p> <ul style="list-style-type: none"> • 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. • Gender equality and diversity awareness. <p>c) Technical Knowledge to be Acquired/Enhanced (for the Job)</p> <ul style="list-style-type: none"> • UN security operations and guidelines. • Knowledge of the latest developments and trends in emergency preparedness and response management related field. • UN policies and strategy to address international humanitarian/disaster management 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.