**Terms of Reference**

**Emergency Manager, P-4, Temporary Appointment (364 days)**

**Shire, Tigray Region, Ethiopia**

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| **Title** | Emergency Manager |
| **Purpose** | Under the guidance Chief of Field Office, establishes/updates, implements, and monitors the humanitarian response in Shire and surrounding areas of responsibility from the Shire sub-office in Tigray. Responsible for 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. |
| **Post Category** | P-4 |
| **Location** | Shire, Tigray Region, Ethiopia |
| **Contract type** | Temporary Appointment |
| **Duration** | 364 Days |
| **Start Date** | As soon as possible |
| **Reporting to** | Chief of Field Office, Tigray Region |

1. **BACKGROUND AND STRATEGIC CONTEXT**

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. Therefore, 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.

1. **KEY END-RESULTS**

* Facilitate and contribute to overall programme design through ensuring work plans and activities are formulated, implemented, and monitored. Support in designing and coordinating specific resilience building interventions based on *Woreda* specific risk profiles, conflict analysis, partnerships, government capacity and programme priorities.
* Overall coordination (for UNICEF) of all aspects of the Shire area of responsibility (AoR)[[1]](#footnote-1) level programme toward the agreed results; including timely and effective grant and financial management.
* Provide support and coordinate with Section heads in Mekelle for programme convergence and resilience integration across the programme cycle (planning, implementation, monitoring, and evaluation) and work closely with the UNICEF Sections in Addis Ababa to increase planning and realization of complementary programming.
* Initiate and lead discussions with other UN agencies joint programming on the Western zone ensuring an inclusive, localized, participatory approach, and compliance to UNICEF risk informed programming, situation analysis and results-based programming protocols.
* Emergency preparedness and response planning ensured, with response and contingency plans and early warning mechanisms in place, that are gender and disability inclusive, covering UNICEF programmes.
* UNICEF in Emergency response services coordinated, while ensuring UNICEF-led clusters/sub-clusters are ably coordinated and UNICEF participates in humanitarian fora in established in areas of responsibility, as guided by the Inter-Agency Standing Committee (IASC).
* In the event of declaration of emergency, ensure 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.
* Needs assessment is effectively conducted to determine priorities and an appropriate intervention by UNICEF based on the local emergency affecting children, their families and communities.
* 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.
* Emergency appeals and project proposals are prepared, and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding.
* Longer-term requirements of the emergency operation/interventions are determined to build a regular operational and staffing structure.
* 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 Commitments for Children (CCCs).
* Management is kept informed of humanitarian developments in relevant policies, situation developments, potential threats, and opportunities/issues in the region.
* Emergency preparedness and response strategies are mainstreamed in the field office workplans. Sectoral input is provided for all related documents in the Emergency Preparedness and Response plans, as well as for the Situation Analysis and the Country Programme Document.

1. **KEY ACCOUNTABILITIES, 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.*

1. **Development and Management of Emergency, Nexus and Recovery Programming**

Ensuring UNICEF's nexus programming reaches the most vulnerable children in priority *Woredas* across the Northwest, West and Central Zones that have been impacted by the crisis including a) leading the transition to and roll out of recovery programming in relevant areas and b) leading the on-going emergency preparedness and response by:

1. Leadership and guidance is provided to ensure UNICEF support to the Durable Solutions Strategy (returns, relocation, and local integration), is actualized in AoR.
2. UNICEF participates in needs assessments in collaboration with government partners and local NGOs to identify the most critical needs of children in priority Woredas.
3. Design and develop high-quality, evidence-based programmes that address the specific vulnerabilities and needs of children in these areas.
4. Oversee the implementation of programmes, ensuring adherence to UNICEF's humanitarian programming principles and best practices.
5. Lead a team of specialists and officers to deliver effective programme interventions across diverse sectors, including nutrition, child protection, education, health, WASH, and social protection.
6. Foster strong partnerships with local NGOs and government counterparts to ensure programmes are context-specific, conflict sensitive and culturally appropriate.
7. Monitor and evaluate programme effectiveness, utilizing data to demonstrate impact and identify areas for improvement.
8. Champion a culture of continuous improvement, actively seeking innovative approaches to scale up successful programmes and maximize reach.
9. Play a key role in assuring high visibility for UNICEF programmes to support securing funding and resources to sustain and expand high-quality programmes.
10. Oversee all aspects of warehouse operations in Shire through the Ethiopian Red Cross (ERCS) MoU, including efficient receipt, storage, and distribution of essential supplies for UNICEF programmes.
11. Lead the transition to and roll out of UNICEF recovery programmes in relevant areas in the Western, Northwestern and Central Zones.
12. **Emergency Preparedness**
13. 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.
14. 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.
15. 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.
16. 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.
17. 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 andbuilds upthe emergency preparedness and response capability of UNICEF staff as well as implementing partners.
18. **Emergency Response**
19. 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.
20. 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 CCCs. Establishes contact with community groups, government, UN agencies, media, and other partners to keep abreast of emergency situations.
21. 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 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.
22. **Emergency Planning**
23. 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 programme 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.
24. Identifies longer-term requirements of the emergency operation/interventions. Proposes a more regular operational and staffing structure.
25. 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 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 CCCs.
26. Participates in all humanitarian and recovery related forum and keeps management informed of all humanitarian developments in the region in terms of policies, strategy, situation developments, potential threats, and opportunities/issues in partnership.
27. Promotes that disaster prevention, mitigation, preparedness, and response strategies are mainstreamed in the sub-office 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.
28. **QUALIFICATION and COMPETENCIES**
29. **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.

1. **Work Experience**

A minimum of eight years of professional work experience at international levels in programme/project development, planning, implementation, monitoring, evaluation, and administration. Specialized training/experience in resilience/nexus /durable solutions and public health emergencies’ programme management highly desirable.

1. **Language Proficiency**

Fluency in English and a second UN language; Local working language of the duty station an asset.

1. **Desirables**

* Knowledge of development and humanitarian issues, strategies, as well as programming policies and procedures in international development cooperation.
* Prior experience in a similar role is highly desirable.
* Excellent interpersonal, internal, and external communication, coordination capabilities. and excellent team building and leading, and programme management skills.

Core Values

* Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

Core Competencies

* 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)
* Drives to achieve impactful results (2)
* Manages ambiguity and complexity (2)

1. [↑](#footnote-ref-1)