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| JOB TITLE: **Emergency Specialist (Preparedness & Resilience)**  POST NUMBER: **# 129350**  JOB LEVEL: **P4**  REPORTS TO: **Regional Advisor Emergency (P5) #43401**  LOCATION: **ECARO o/p** **Istanbul - Turkiye** | JOB PROFLE NO.: 60000629  CCOG CODE: 1S  FUNCTIONAL CODE: EME  JOB CLASSIFICATION \_\_\_\_\_\_\_ |
| **PURPOSE OF THE JOB**  Countries in Europe and Central Asia (ECA) are prone to multiple risks and hazards including earthquakes, floods, disease outbreaks, conflict, extreme weather events and large-scale population movements. In 2023, floods, avalanches and earthquakes affected over 15.2 million people in Türkiye and over 450,000 people in the Western Balkans and Central Asia. In Central Asia, natural disasters cause US$10 billion in economic losses annually. Political instability, civil unrest, and displacements present significant risks to families, including the ongoing war in Ukraine which has had devastating outcomes for children inside the country and sparked one of the largest refugee crises in Europe since World War II. Many countries in ECA serve as routes for complex, mixed migration movements, including refugees, asylum seekers, economic and other types of migrants, leaving thousands of vulnerable families and children in their wake. Ongoing humanitarian, economic and political crises in the Middle East, Asia and Africa create significant risk of additional new population flows into Europe, while the impacts of the ongoing crisis in Afghanistan present a continued threat to bordering Central Asian countries. Disruption of services during the pandemic, coupled with significant population movements, has increased risks of vaccine-preventable diseases and cross-border epidemics, while adverse climate projections bring recurrent threat of floods, landslides, extreme weather events and forest fires are likely to exacerbated in the coming years.  UNICEF is committed to build resilient systems of the countries in ECA region, working closely with regional, national and local entities to promote child and youth centered resilience, enhance preparedness and response capacities; provide technical support and capacity building and advocate for policies and standards aligned with International Humanitarian Law, the Core Commitments for Children in Humanitarian Action and the Sendai Framework for DRR.  To fulfill its commitments on the DRR, resilience and Humanitarian Action agenda, UNICEF ECARO emergency preparedness and resilience strategy focuses on three main pillars: 1) Reinforcing UNICEF’s internal capacities related to global accountabilities for preparedness and humanitarian action, to ensure adequate preparedness measures are in place; 2) Strengthening systems for emergency response, preparedness and resilience through enhanced engagement with Disaster Management Authorities and relevant line Ministries and provision of technical support, capacity building, risk assessment and support to the development of risk informed plans; 3) Leveraging regional and/or strengthening National, Regional and Sub-Regional systems, structures and entities to enhance child centered emergency preparedness at scale.  Under the supervision of the Regional Emergency Advisor, the purpose of the role of the Emergency Preparedness and Resilience Specialist is to provide technical support and guidance for this important agenda, ensuring adherence to quality standards in preparedness and resilience initiatives across the regional and country offices. The role is responsible for designing, planning, executing, monitoring, and evaluating emergency preparedness and resilience strategies. This role focuses on enhancing systems by collaborating with regional, national, and sub-regional entities to improve child-centered humanitarian actions at scale. | |
| **KEY END-RESULTS**  The incumbent is responsible to advise on and contribute to UNICEF’s Regional preparedness and resilience strategy in ECAR which includes management and delivery of the key objectives as below:   1. Emergency preparedness and response capacity of UNICEF country offices and the regional office is effectively established, including through country contingency plans and early warning mechanisms, effective training of UNICEF staff and implementing partners and tailored preparedness measures, relevant to country specific as well as sub-regional contexts of the ECA region. 2. Identification, monitoring and analysis of potential threats, risk and hazards is routinely undertaken at country and sub regional level, and mainstreamed in the development of preparedness plans, situation analysis and country programme documents. 3. Technical advice and support is provided to the RO and Country Offices to ensure preparedness plans, are developed in compliance with UNICEF and other relevant standards, and systems are established to facilitate appropriate coordination, engagement and information flow with all Regional Sections (Programme and Operations), relevant HQ sections (EMOPS, PG, PPD) and other Regions as required. 4. Globally and regionally relevant policy advice on the development and implementation of emergency preparedness and resilience measures is effectively provided to the RO and Country Management and teams. 5. Advisory and technical support provided to RO and Country Offices to strengthen regional, national and local systems and policies to support child sensitive, inclusive humanitarian action. This includes appropriate coordination with and inclusion of the DRR and climate change adaptation areas of work (spearheaded by dedicated specialists with the RO), technical support for the development of risk informed development plans, and technical advice on strengthening the continuum between humanitarian and development work. 6. Technical support provided to Country Offices and Regional teams to ensure child centered preparedness and resilience efforts are advanced across the region, include humanitarian, disaster risk management and climate adaptation elements. This will include ensuring these aspects are incorporated in CPDs, AWPs; building and maintaining strategic regional partnerships with EU institutions, IFIs, UN agencies, private sectors and NGOs and leveraging shared resources and technical expertise. 7. Proposals are prepared, and concerted efforts are put forward to mobilize resources and leverage financing for preparedness and resilience efforts in the region.   The key results will have an impact on UNICEF’s overall performance in humanitarian action agenda in line with UNICEF’s Core Commitment for Children and its commitment to Sendai Framework on DRR and UNICEF’s Sustainability and Climate Change Action Plan. | |
| **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.*   1. Reinforcing UNICEF’s internal capacities related to global accountabilities for preparedness and humanitarian action, to ensure adequate preparedness measures are in place:    * Advise regional and country management of the imminent risk facilitating decision making processes to take proactive preparedness actions. This includes undertaking the situation/risk analysis for countries across ECA region and periodic monitoring and analyzing the political, social and economic risks, operational environments and trends/transboundary nature of risks etc., and its impact on vulnerable children and their families, in coordination with the security advisor and relevant sections.    * Support the implementation of effective emergency preparedness and preventive measures in country offices and the regional office, enhancing cross-sectoral collaboration, taking into account of the lessons learned from past emergencies in high/upper middle income country context in Europe, Caucasus, Western Balkans and Central Asia.    * Ensure quality assurance of country office preparedness plans and provide technical guidance and support to align the plans with Government and inter-agency plans and facilitate implementation support in coordination with relevant regional sections.    * Develop sub-regional preparedness approaches for cross border emergency management through the development and updating of the sub-regional preparedness/contingency plans and support the implementation of those plans in coordination with regional sections and country offices.    * Provide guidance, contextualize tools and support in the establishment and maintenance of early warning early action mechanisms, take/scale up anticipatory actions to protect the most vulnerable children and their families from foreseeable crises.    * Coordinate and deliver trainings/workshops for UNICEF staff and implementing partners to enhance their understanding and skills in implementing inclusive humanitarian action, anticipatory actions, and risk-informed programming in coordination with relevant section and divisions.    * Support resource mobilization for emergency preparedness, prevention and mitigation initiatives by leveraging internal/external funding streams and expanding climate adaptation and disaster risk reduction as part of interconnected strategies.    * Ensure that preparedness and resilience strategies are mainstreamed in country programme documents. 2. Strengthening systems for emergency preparedness, resilience and response through enhanced engagement with Disaster Management Authorities/Civil Protection Agencies, relevant line Ministries and other regional/national entities    * Promote child centered risk assessments and provide technical support to ensure disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans and ensure integration of resilience measures into humanitarian interventions to work towards longer term solution in close collaboration with ECARO programme and planning sections.    * Establish and nurture engagement with National Disaster Management/Civil Protection Authorities, the EU Civil Protection Mechanism, and other regional, sub-regional diaspora to facilitate pooling of resources, strengthening the capacities of social service entities on emergency preparedness, response and disaster risk reduction, facilitate cross-country/sub-regional coordination; and provide technical support to adhere to international norms and frameworks and child centered resilient social protection systems and services.    * Enhance institutional capacity of disaster risk management counterparts in countries across the Europe and Central Asia region in understanding the needs of vulnerable children and families, conducting joint risk assessment, providing technical support, policy advice and advocating for polices that ensure access to basic social services in health and nutrition, child protection, education, water sanitation and hygiene and social protection during emergencies.    * In coordination with the regional, sub-regional partners, organize, facilitate joint trainings, workshops, lessons learnt exercises to enhance the capacity and skills of policy makers at regional, national and local level to adapt and integrate national and subnational disaster risk management and climate change adaptation policies and plans are child sensitive. 3. Leveraging regional and or/strengthening National, Regional and Sub-Regional systems, structures and entities to enhance child centered emergency preparedness at scale.    * Explore, establish and nurture strategic partnerships at regional and sub regional level through networking and advocacy with relevant EU institutions, IFIs, private sectors, UN agencies, regional and national government counterparts, NGOs, to reinforce cooperation, leverage the combined technical expertise, resources and networks on shared goals, mutual accountability and effective communication mechanisms on child centered humanitarian action agenda.    * Organize and develop evidence-based advocacy initiatives on child sensitive preparedness, prevention and mitigation, promoting children and youth engagement in decision-making forums in the regional and sub-regional platform to contribute to a strengthened, inclusive, child-focused resilience, DRR and climate agenda in Europe and Central Asia.    * Maintain continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies, NGOs, donors and allies to ensure regional initiatives and support to country offices are well coordinated. 4. Ensure technical representation of UNICEF ECAR in resilience and preparedness related fora – internal as well as external, keeping regional office management informed on policies, strategies, situation developments, potential threats and opportunities/issues in partnership. | |
| **JOB GRADE FACTORS [[1]](#footnote-1)**   * As a technical specialist, provides guidance, technical expertise and direction on the planning, implementation and evaluation of emergency preparedness, and resilience programmes. * Holds primary responsibility for the for formulation of emergency preparedness, prevention and mitigation goals and objectives and the development of strategies and innovative approaches, operating in a high/upper middle-income country context. * Holds shared responsibility for strategic recommendations on risk analysis, child sensitive emergency preparedness and response policies and risk informed development plans. * Assumes primary responsibility for effective management of regional preparedness/resilience strategy and approaches, coordinating, facilitating and advocating for an inclusive regional, national and local child-sensitive disaster risk management plans. * Advocates effectively for increased resources on preparedness and resilience and/or mobilize/leverage resources through technical support and evidence-based advocacy. * Communicates, advocates, negotiates, analyses, presents and writes effectively and skilfully. | |
| **QUALIFICATION and COMPETENCIES**  **Education**   * An Advanced University Degree (Master's or equivalent) in one of the following fields: public administration, International development, international relations, humanitarian studies, disaster management or other directly-related social science disciplines. A combination of management and relevant technical fields is preferred.   **Work Experience**   * A minimum of eight (8) years of progressively responsible professional work experience at the national and international levels in humanitarian programming, disaster management, and programme planning, implementation, monitoring, evaluation and administration is required. * Proven experience of successfully developing, formulating and overseeing the implementation of preparedness/disaster risk reduction and/or resilience programmes is required. * Prior hands-on experience, at regional level, in emergency preparedness and response management in upper-middle/high-income country contexts is required. * Proven experience, working with international, national and local stakeholders to promote preparedness/disaster risk reduction and/or resilience agenda will be prioritized. * Prior experience with EU institutions, IFIs, Private Sector, other UN agencies, regional and national government counterparts, and/or NGOs as related to leveraging regional and or/strengthening National, Regional and Sub-Regional systems/structures will be prioritized. * Knowledge of multi-hazard risk assessments, risk informed programming in upper-middle/high middle income country contexts in UNICEF is a significant asset. * Understanding of International Humanitarian Frameworks, UNICEF’s Core Commitments for Children in Humanitarian Action, Sendai Framework on Disaster Risk Reduction and UNICEF’s Sustainability and Climate Change Action Plan is required * Understanding and experience with UNICEF policies and strategies related to emergency preparedness and response is preferred. * Knowledge of global humanitarian issues, specifically relating to emergency preparedness and resilience, and the current UNICEF position and approaches is preferred. * Prior experience in managing and supporting upper-middle/high-income countries facing emergency and humanitarian issues is required.   **Technical Knowledge**   * Knowledge of multi-hazard risk assessments, risk informed programming in upper-middle/high middle income country contexts. * Understanding of International Humanitarian Frameworks, UNICEF’s Core Commitments for Children in Humanitarian Action, Sendai Framework on Disaster Risk Reduction and UNICEF’s Sustainability and Climate Change Action Plan. * Understanding of UNICEF policies and strategies related to emergency preparedness and response. * Knowledge of global humanitarian issues, specifically relating to emergency preparedness and resilience, and the current UNCEF position and approaches.  1. **Technical Knowledge[[2]](#footnote-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.  • 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.  **Language Proficiency**   * Fluency in English (required) and Russian (desirable) .   **Competency Profile** (For details on competencies please refer to UNICEF Professional Competency Profiles.)  **i) Core Values (Required)**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **ii) Core Competencies (Required)**   * Nurtures, Leads and Manages People (2) * 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) | |

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)