



The Federation's mission is to improve the lives of vulnerable people by mobilizing the power of humanity.

PREPAREDNESS AND RESILIENCE COORDINATOR (GRADE TBD) - CONTINGENT UPON
CONFIRMATION OF FUNDING

Vacancy No: 2012-156-fld

Application Deadline: **23 August 2012**

Date of issue: 7 August 2012

Place of assignment: Delhi, India

Organization Unit/Department/Division: Reg. Rep.
South Asia, New Delhi

Accompanied status: Accompanied with Spouse and
Children

Duration of assignment: 12 months
Mission dates: December 2012 - November 2013

Background:

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network, reaching 150 million people each year through its 187 member National Societies. The Organisation acts before, during and after disasters and health emergencies in order to meet the needs and improve the lives of vulnerable people. Our work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Purpose of position:

The SARD Preparedness and Resilience Unit (PRU) exists to provide technical advisory support that enables seven National Societies in South Asia region (Afghanistan, Bangladesh, India, Maldives, Nepal, Pakistan and Sri Lanka) to deliver on their S2020 aligned goals for the benefit of the vulnerable communities they serve. This is focused in three main areas: 1) strengthening community resilience through community-based approaches; 2) organisational disaster preparedness to respond to health emergencies, natural disasters and crises through building local, national and regional capacities; and 3) reducing the burden of public health issues through strengthening national society capacity.

The PRU Coordinator is responsible for the management and leadership of the PRU in an effective & efficient manner, including the line management of the respective Disaster Risk Reduction; Organisational Development; Health & Care; Disaster Preparedness; Beneficiary Communications and Knowledge Management advisors, managers and officers. Besides planning, organizing and coordination work the coordinator will be responsible for analysing hazard risk, developing capacity, guiding the scaling up of programs and providing updates on advances and key issues within the disaster management, health & care and organisational development environment to support National Societies focus on building the resilience of local communities through a holistic approach. The role holder will additionally oversee the regional PMER function. The coordinator will work to set the strategic direction that allows the members of the unit to maximize their technical support to the National Societies of the region, ensuring overall guidance and support for the integrated implementation of the IFRC's support for disaster preparedness and community resilience programs. The coordinator will be responsible budget holding as well as seeking long term sustainability.

Description of Key Duties and Responsibilities:

Management:

1. Lead the unit and provide strategic direction and a framework which enables the unit members to maximise the dedicated technical support they provide to National Societies and to the region as a whole.
2. Provide line management to the members of the unit in order to manage performance, support personal and professional development and equip team members with the necessary skills and tools to fulfil their individual responsibilities
3. Be responsible for the overall financial management of the Unit with full budget holder authority
4. Liaise with donors at global, regional and national level to ensure a broad portfolio of partners provide long-term support to the regional and country programmes
5. Oversee the finalisation of reports / documentation (including International Federation LTPF Mid-Year and Annual Report, Quarterly Development Operational Reports, pledge-based reports, etc.)

Policy and planning:

6. Develop and oversee the implementation of the region-wide, medium-term preparedness and resilience strategic plan (based on disaster risk, the South Asia long-term programme framework, S2020, the Asia Pacific DM Strategy and analysis of the well prepared national society checklist)
7. Encourage and support national societies in their annual and longer term programme planning processes
8. Assist national societies in building their institutional preparedness, linking local, regional Federation and governmental policies, strategies and procedures.
9. Support the regional coordination and knowledge sharing bodies for health & care, disaster management and organisational development in identifying and addressing key and emerging issues within the regional through collective action and exchange
10. Support national societies to become integrated within governmental frameworks, with clear roles and responsibilities assigned.

Organisational Disaster Preparedness:

11. Ensure the provision of integrated technical support to national societies' institutional disaster preparedness activities based on hazard risk profiles and national society capacity
12. Assist national societies in the development of their staff (including training/other opportunities to enhance skills, competencies, experience, etc.) through formal and informal training.
13. Support national societies in the development of their response preparedness through the development of response plans, contingency plans, standard operating procedures, emergency assessment systems and procedures, national disaster response teams, logistics procedures and pre-positioning of relief supplies
14. Ensure an efficient, effective and sustainable system is operational for mobilizing appropriately skilled regional disaster response team members to respond to health emergencies and disasters requiring international assistance

Strengthening Community Resilience:

15. Ensure the provision of integrated technical support to national societies in scaling up their community resilience initiatives at the national, branch and local levels and the coordination of initiatives with non-Red Cross organisations
16. Increase knowledge of the Federation's Community Resilience policies and framework, community-based disaster risk reduction approaches, community-based health and first aid approaches drawing on Federation tools such as the Vulnerability and Capacity Assessment guidelines.
17. Coordinate the provision of technical advice on issues related to Climate Change.
18. Support national societies to assess and analyse the influence of emerging and not-traditional threats such as food security, migration and urbanization.

Reducing the Burden of Public Health Issues:

19. Ensure the provision of technical support to national societies in fulfilling their auxiliary role to reduce the burden of public health issues, in particular TB, HIV/AIDs and blood services programming
20. Increase knowledge of, and adherence with, the Federation's health & care alliances, operational framework, policies and operational standards
21. Support national societies to monitor, assess and analyse public health trends

Knowledge Management:

22. Ensure that lessons learnt and good practice from programming is compiled, shared and used to improve future planning, programming and implementation both within and outside the region
23. Contribute actively to the promotion of knowledge sharing and learning between organisations within South Asia and with other regions and beyond
24. Increase the knowledge of the Federation policies, guidelines and other quality standards tools to assist national societies in the development of their capacity and accountability to beneficiaries

Coordination:

25. Promote integrated ways of working and ensure that all technical support is underpinned by organisational development and people centred approaches
 26. Ensure strong links with other Movement members (particularly with the ICRC and with PNS operating bilaterally within the region) and key external agencies, i.e. IOs, UN agencies, INGOs, Global Fund for Aids, TB and Malaria (GFATM), governments, academic institutions etc.
 27. Represent the IFRC in preparedness and resilience at regional and national meetings, including with government authorities, international, national organisations, and donors
- Support national societies in accessing global, regional and national financial resources for preparedness and resilience programming

Emergency response:

28. Provide, when necessary and requested, additional surge capacity to aid in the international response of the Federation in the event of a health emergency, disaster or crisis
29. Be prepared, if necessary, to act as the country team representative in support of national societies implementing emergency response operations in line with the Asia Pacific Standard Operating Procedures for Disaster Response and Recovery, global policies, codes and standards in cooperation with the Asia Pacific Zone - DMU

PMER- Planning, monitoring, evaluation and reporting:

30. Supervise the regional planning and reporting officer in drafting the regional annual action plans; any LTPF revisions; in producing the regional quarterly development operational reports and mid-year and annual LTPF progress reports; and in producing proposals for various back donors
31. Supervise the regional planning and reporting officer in PMER liaison with the country offices
32. Participate in SARD programme and in-country evaluations when requested; and facilitate experience PMER sharing and learning.

Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.
- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Position Requirements

Education:

Degree level (or equivalent qualification) in Disaster Management, Health, International Development, Business Administration or other relevant subject
Post-graduate level (or equivalent qualification) in International Development, Public Health, Climate Change, Disaster Management, Organisational Development is preferred

Experience:

Demonstrable substantial experience in implementation and management in the international humanitarian sector
Humanitarian programming experience in the South Asia context is preferred
International programming experience in public health & care is preferred
Operational experience in responding to disasters, crisis and health emergencies
Proven experience of working in capacity building partnerships with local organisations
Proven experience in building relationships and influencing change with senior management figures
Demonstrable experience in leading teams of more than five people
Experience of programme design, proposal writing, monitoring and evaluation and knowledge of the principles and practice of beneficiary accountability.
Experience of working with other international organisations, large NGOs and / or governmental development agencies is preferred
Red Cross and Red Crescent Movement experience is preferred

Knowledge and Skills:

Demonstrable understanding of the issues and complexities of preparedness and resilience programming
Understanding of organisational development and change processes
Knowledge of relevant disaster management and health & care standards and codes is preferred
Skilled in building, maintaining and coordinating key stakeholder relationships at a senior level both internally and externally.
Demonstrated skill in analytical and strategic thinking and planning
Ability to communicate and present to a variety of audiences, including complex and evolving ideas
Proven training and facilitation skills
Proven financial and budget management skills
Self-supporting in IT (windows, spread sheets, word processing, internet, etc.)

Languages:

Fluently spoken and written English
Competence in a local south Asian language is preferred

Competencies:

Cross cultural sensitivity and ability to interact well with diverse groups of people and multiple teams
Strong commitment to upholding the Fundamental Principles of the Red Cross and Red Crescent Movement
Ability to lead group processes and create a unified team approach
Excellent communication and interpersonal skills
Good influencing, tact, negotiating and networking skills, especially in national society relations
Ability to build partnerships and alliances, both inside and outside the organisation
Ability to manage / respond well to change and to work well under stress and / or time pressure
Strong organisational skills
Demonstrate flexibility and open mindedness with innovative and creative thinking
Focus on results and accountability

Ability to travel extensively

The Federation is an equal opportunity employer.

Currently accepting applications

In order for us to assure a proper comparative evaluation of your application for this vacancy and to enable us to consider your profile against other similar current and future vacancies, we ask that you submit your application through JobNet.

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