

Australian Volunteers

for International Development

Assignment description

Information contained in this Assignment Description is subject to change, as host organisations' needs evolve. Australian Red Cross will work closely with host organisations and volunteers to ensure that key outcomes of roles are updated as regularly as possible.

1. General details	
Position title	Disaster Reduction Officer or Disaster Community Mobilisation Officer
Advertising title (if different from above)	Project Officer – Community Disaster Risk Reduction
Host organisation	Mongolian Red Cross Society – Headquarters
Country	Mongolia
Location	Ulaanbaatar
Duration	9 - 12 months
Proposed start date	June 2015
Pre-departure training date	29 - 30 April 2015
Assignment code	MN60

2. Overview of program
<p>The ARC AVID program in Mongolia focuses on ensuring communities can better respond to disasters, socially marginalised groups have access to public support and strengthening Mongolian public institutions.</p> <p>This assignment contributes towards strengthening civil society outcomes by supporting stronger and more effective community services. ARC AVID does this by working with the Mongolian Red Cross to strengthen their capacity to deliver community programs.</p>

3. Overview of organisation & assignment
<p>Mongolian Red Cross Society, established in 1939, is the largest humanitarian organisation in Mongolia. It has an extensive national network covering all areas of the country through 33 mid-level branches and over 900 primary level branches. The society has almost 10,000 volunteers and more than 250 staff, about 20% of which are based in the national headquarters.</p> <p>Its core program areas include:</p> <ul style="list-style-type: none"> • Health promotion • Disaster management • Social care • Youth <p>Key strategic directions for 2015 include improving organisational capacity and branch development, strengthening health programs, strengthening civil society through the promotion of humanitarian values and</p>

developing partnerships with international partners and other Red Cross networks.

www.redcross.mn

Overview of the Program Department

The AVID volunteer will work at the headquarters of Mongolian Red Cross. Headquarters provides technical support and guidance to 33 mid-level branches, which supports vulnerable people and communities experiencing significant development challenges including extreme climate, poverty and health issues. The Disaster Management Department where the volunteer will work is one of the main program departments at society. The department plays a substantial role in the preparedness for and response to major disasters nationally; this includes events such as the 'dzud' (severe winter conditions) and potential earthquakes.

The disaster management team has one staff member, however, in each of the 33 mid-level branches there are also staff who have some responsibility for disaster preparedness and management activities. Many of the primary level branches also have staff trained in disaster preparedness and response. Activities of the department include community based preparedness, education and formal responsibility under the National Emergency Management Plan. The Mongolian Red Cross Society also operates seven regional disaster centres that house supplies and other goods required and ready for deployment during major disasters.

Overview of the AVID assignment

The AVID volunteer will support the Disaster Management Department to implement the Australian Government funded project *"Reducing vulnerability and building resilience in response to hazards and risks in Mongolia"*. The purpose of this project is to develop a longer-term risk reduction and community resilience program to scale up the response to the risks, hazards and vulnerabilities in four provinces of the country. This project will expand beyond the pilot study by also responding to emerging areas of vulnerability associated with mining activities in Mongolia.

The volunteer is expected to support the Disaster Management Program in building stronger community resilience in response to disasters and emergencies through Red Cross support, and development of the strategies for affected communities to respond to adverse impacts of mining. The volunteer will be specifically responsible for supporting Mongolian Red Cross Society staff learning new approaches in mobilising, supporting and building the capacity of targeted communities; and building their awareness on community resilience concepts and urban disaster management. The volunteer will work together with counterparts to assist communities living near mining sites with the development of disaster mitigation strategies which focus on needs of women and children in particular.

4. Expected Outputs and Key Relationships

The key expected outputs of this assignment are:

1. Mongolian Red Cross Society staff will learn new approaches in mobilising, supporting and building the capacity of targeted communities; and will increase their awareness on community resilience concepts and urban disaster management
2. Targeted communities living near mining sites will develop disaster mitigation strategies which focus on needs of women and children in particular
3. Strategies for affected communities to respond to adverse impacts of mining will be developed

Volunteer's supervisor	IFRC Adviser
Counterpart / other staff	Disaster Program Manager

5. Volunteer requirements

Essential: Personal attributes	<ul style="list-style-type: none"> • Self awareness and cross-cultural sensitivity • Commitment to sharing knowledge and skills • Flexibility and adaptability • Resilience and ability to manage stress • Out-going personality
Essential: Skills or experience relevant to assignment	<ul style="list-style-type: none"> • Significant experience in disaster management • Sound mentoring and coaching skills • Ability to communicate and instruct cross culturally and linguistically • Experience evaluating or measuring progress • Facilitation, training and organisational skills
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in social science or equivalent
Language skills and level required	<ul style="list-style-type: none"> • Willingness to learn the Mongolian language
Desirable: Further attributes, experience, skills or qualifications	<ul style="list-style-type: none"> • Experience working with Red Cross Red Crescent or other humanitarian aid organisations • Experience with professional report, policy, guideline writing, • Australian Red Cross disaster management experience will be an advantage
First Aid	<ul style="list-style-type: none"> • Prior to mobilising all Australian volunteers are required to complete Australian Standard HLTF311A – Apply First Aid

6. Location and facilities

The assignment will be based in Ulaanbaatar, the capital and largest city of Mongolia. An independent municipality, the city is not part of any province, and its population is approximately 1.8 million.

Located in north central Mongolia, the city lies at an elevation of about 1310 metres (4300 ft.) in a valley on the Tuul river. It is the cultural, industrial, and financial heart of the country. It is the centre of Mongolia's road network, and is connected by rail to both the Trans-Siberian railway in Russia and the Chinese railway system.

The city was founded in 1639 as a nomadic Buddhist monastic centre. In 1778, it settled permanently at its present location, the junction of the Tuul and Selbe rivers. In the twentieth century, Ulaanbaatar grew into a major manufacturing centre.

Ulaanbaatar has nine districts, and Mongolian Red Cross Society headquarters is located in Sukhbaatar district – the centre of the city, and has access to a variety of landmarks. The headquarters is relatively well furnished and has recently been renovated. There is heating and access to the internet and computer. There is a training room available for classes.

7. Assignment support

All AVID volunteers are provided with the following:

- Return airfares to country of assignment
- Fortnightly living allowance (based on cost of living, adjusted for urban and rural areas)
- Accommodation allowance
- Pre-departure training and in-country orientation (including language training where necessary)
- Travel and life insurance
- Health & security support (including 24-hour emergency contact)
- In-country contact point

For more information visit www.redcross.org.au/support-and-preparation.aspx

Other support mechanisms

The Country Manager and Program Officer are supportive and willing to assist with whatever needs arise. The

current AVID volunteer in this department will share their experience. There is a strong volunteer network among AVID volunteers in the country.

8. Local culture and language

- Handshakes are often used upon meeting and leaving
- Be aware of and respect religious traditions and customs, the main religions in Mongolia are Buddhism and shamanism
- It is prohibited to photograph military personnel and military sites
- Use proper names when meeting someone until you are advised to do otherwise
- Mongolians use only the right hand to gesture and pass items to someone else
- Pointing with the index finger is seen as threatening, use the entire hand
- Avoid showing soles of your feet when sitting, because it is impolite. If you accidentally bump feet with another person, you should shake their hand immediately afterwards
- Wait for an invitation to visit someone's home

Main language(s) spoken in the community	Mongolian – The volunteer will be based in Ulaanbaatar where some younger people speak English
Main language(s) spoken in the workplace	Mongolian, there is English language competency in headquarters as well but not much anywhere else

9. Health and safety

Many developing country contexts are challenging. You will face different, usually higher, physical and mental health risks than at home. As an Australian Volunteer for International Development, you will be required to have a good level of fitness, health and resilience.

You may be required to live and work in basic facilities and use local public transport. You may not be able to access the range or high quality of health services and facilities you are used to, and may not have ready access to a tertiary hospital, specialist doctors, or reliable supplies of your usual medication.

If you have a pre-existing health condition which requires ongoing treatment and regular medical checks, especially if it involves a risk of a medical emergency, consider carefully whether this type of work is appropriate for you. Seek early advice from your own treating doctor, ensure your condition is optimally controlled, and update your health management plan with your doctor prior to starting the Australian Red Cross Health clearance process. For many pre-existing conditions, we will require a detailed medical report from your treating doctor. Please contact us if you have any questions or concerns.

Australian Red Cross maintains strong policies on the use of vehicles, including motorbikes requiring at a minimum that users have a full Australian or New Zealand (not learners or provisional) license for the type of vehicle being operated, and in some locations and situations vehicles cannot be operated. Consideration should be given to this if volunteers intend to operate any vehicle or motorbike on assignment.

For further information refer to www.smarttraveller.gov.au.

10. Child protection

Australian Red Cross is a child-safe organisation and is committed to the prevention of abuse and neglect of children and young people. As part of the recruitment process, all candidates will be screened and assessed for suitability to work with children. Volunteers must make themselves aware of Section 6.9 of the AVID Code of Conduct and associated policies and documents for Child Protection.