

JOB DESCRIPTION (JPO)

ASSOCIATE EMERGENCY PREPAREDNESS OFFICER

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **Dutch and European Union nationals or permanent residents of the Netherlands** (see for criteria the website of the Dutch Ministry of Foreign Affairs: http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

GENERAL INFORMATION:

<i>Title of the post:</i>	Associate Emergency Preparedness Officer
<i>Sector:</i>	Emergency Preparedness
<i>Location:</i>	Emergency Preparedness and Response Section Division of Emergency, Security and Supply. UNHCR Headquarters, Geneva, Switzerland
<i>Grade:</i>	P1 step I or P2 step I the first year, depending on the level of education and experience
<i>Duration of the assignment:</i>	Initially one year with the possibility to extend up to 3 years

SUPERVISION:

<i>Title and name of supervisor:</i>	<i>Senior Emergency Coordinator (name tbc) pending assignment of the</i> Senior Emergency Preparedness Officer
<i>Title of other international staff members in same duty station:</i>	Chief of Section, Snr. Emergency Coordinators, Snr. Emergency Preparedness and Response Officers
<i>Content and methodology of the supervision:</i>	Under the overall supervision of the Chief of Section and the direct supervision of a Senior Emergency Preparedness Officer, the incumbent will receive the necessary guidance and review of work as it pertains to his/her duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

- ❑ The main responsibility is to support the Emergency Preparedness and Response Section (EPRS) in **emergency preparedness** measures, process and procedures, oversight and interventions in the areas of early warning, contingency planning and information management. This will require a strong focus on the development of preparedness tools for the use by country operations, regional bureaux and other actors within the organization.
- ❑ Support the development and utilization of the EPRS internal IT infrastructure related to emergency preparedness information management (i.e. information collation, analysis, presentation and dissemination to end-users) through the use of Web Content Management Systems, HCR-net (intranet), electronic mail and electronic archives, etc.. This will require ensuring maximum synergies with the Division, particularly with the Field Safety Section (FSS), but also with the Supply Management Service (SMS).
- ❑ In close cooperation with the Chief of Section, the Snr. Emergency Preparedness Officer, and the regional bureaux (Desks); assist UNHCR's role in the Inter-Agency Standing Committee Sub-Working Group on Preparedness. This task will require the development of in-house situational analysis tools, use of the inter-agency Humanitarian Early Warning System (HEWS II), and other

tools such as the EPRS 'Crisis Watch' and AlertNet analysis papers in direct support of country operations, regional approaches and HQ regional bureaux.

QUALIFICATIONS AND EXPERIENCE:

- Qualifications:** University degree majoring in Political Science, Conflict Science or similar, and preferably with a qualification in IT, web design, data management or similar. MA and preferably 2 years of relevant work experience or BA and 3 years of relevant work experience
- Experience:** 2 to 3 years of previous job experience, preferably with 1 year in humanitarian operations outside home country.
- Skills:** Proficiency in English and French. Ability to work in a multi-national and multi-cultural environment. Excellent drafter (English), articulate and confident in computer skills.
- Competencies required:**
- EP02 – Planning an emergency response**
Displays the ability to plan, set-up and resource an emergency response so that the operation is up and running within very tight deadlines.
- EP04 – Managing external relations**
Demonstrates the ability to identify a network of relevant contacts and to build and maintain constructive relations, seeking to further UNHCR's objectives in innovative and creative ways which are also sensitive to the political and social environment.
- EP05 – Developing emergency tools and guidelines and ensuring consistency of application**
Contributes to the development of appropriate tools and guidelines etc on the basis of experience, to enhance UNHCR's emergency preparedness and capacity for emergency response, and acts to ensure they are applied consistently.

TRAINING COMPONENTS AND LEARNING ELEMENTS:

- Training components:** Workshop on Emergency Management (WEM) and obligatory staff security training. At the request of the Chief of Section and as it relates to his/her specific duties, the incumbent may also be called upon to participate in other specific UNHCR training programmes.
- Learning elements:** The incumbent will develop skills and learn from participation and contribution to specific tasks within EPRS. This will include contingency and operational planning, situational analysis, needs assessments, report writing, etc. Liaison skills will also be developed as will the ability to work as part of an integrated team in preparedness and response capacity-building approaches.

BACKGROUND INFORMATION:

- EPRS is part of the Division of Emergency, Security and Supply. The overarching goal for EPRS is to provide, at all times, a well-managed and coordinated emergency support with a standing-capacity for up to 500,000 persons in urgent need. EPRS support primarily has four components: emergency staffing (including through partnership and the management of an emergency roster), emergency stockpiles (of non-food items and operational support items), accelerated internal financial surge procedures, and emergency preparedness (including training, capacity-building and guidance).

- EPRS works in close collaboration with the regional bureaux, HQ desks and country teams. The essence of the Section is on the provision of direct operational support when the office faces its most critical moments in protecting refugees and other persons of concern. As such, a majority of staff members who work in the Section can be expected to be deployed at very short notice and for considerable lengths of time (typically 1-3 months duration several times in a year). The Associate Emergency Preparedness Officer will not deploy to operations.

HOW TO APPLY:

<http://www.unhcr.org/pages/49c3646c49a.html>

Deadline for applications: **2 January 2011**, close of business, Geneva time.