

Emergency Management Specialist

General description

The Emergency Management Specialist coordinates the provision of emergency preparedness, readiness and response support services. Furthermore, he/she ensures relevancy and quality of emergency response projects.

The Emergency Management Specialist will primarily, but not exclusively, be deployed to UNHCR, UNICEF, FAO and WFP.

Examples of duties and responsibilities

- Maintain and improve emergency preparedness and response plans in consultation with programme sections in the field office, country office, key partners and UN system.
- Ensure that continuous, effective and strategic coordination, communication, consultation and liaison are maintained with relevant actors. Promote and guide quality in emergency programmes.
- Ensure collaboration with other partners, especially the UN agencies and government counterparts.
- Establishment and maintain appropriate sector coordination mechanism including working groups/partnerships at field level.
- In consultation with programme sections, carry out capacity mapping of all current and potential actors such as government, national and international humanitarian organisations as well as national institutions and the private sector. Create synergies.
- Support efforts to strengthen the humanitarian capacity of the national/local authorities and civil society (support recruitment if needed).
- Design, deliver and coordinate training and simulation related to emergency preparedness, readiness and response as part of capacity development of partners and national institutions.
- Support country office resource mobilisation efforts for humanitarian activities as needed.
- Support humanitarian performance monitoring to benchmark progress of the emergency response over time. For example the monitoring indicators for service delivery.
- In collaboration with other actors, ensure regular reporting against indicators of service delivery, support analysis of sectors in closing gaps and measuring impact of interventions.
- Promote emergency response actions while at the same time considering the need for prevention and risk reduction concerns. When appropriate, develop an exit, or transition, strategy for the field office.

Required qualifications

- Professional technical experience matching the above-mentioned duties and responsibilities.
- A minimum of 3 years international humanitarian field experience.
- Relevant educational background and knowledge of the UN.
- Knowledge and understanding of the complexity related to refugee and IDP situations.
- Proficiency in one (preferable two) languages. English is obligatory, while French or Arabic is an advantage.