

Job Description Form

Classification Date: June 2023

1. Job Type

2. Job Information

Title **Functional Group - Level 1** **Grade** **Functional Group - Level 2** **Job Code** **Functional Group - Level 3** **CCOG Code** **Functional Clearance Required**

FOR EXPERT POSITIONS ONLY

Position Number **Location** **Supervisor Position Number** **Supervisor's Title** **Supervisor Grade**

3. Organizational Setting and Work Relationships

The Associate Emergency Preparedness Officer focuses on emergency preparedness, development of guidance and tools, strategic planning and emergency response capacity development in the Division of Emergency, Security and Supply, specifically in UNHCR's Emergency Services. The incumbent will support the operations and Regional Bureaux to prepare for emergencies, contribute to global crisis horizon scanning by the section, contribute to innovation and development of emergency preparedness guidance, preparedness tools and resources. The Associate Emergency Preparedness Officer normally reports to a higher-grade professional staff.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

Preparedness

- Provide support to country operations and RBs on emergency preparedness and response, providing technical advice and support in drafting preparedness action plans and contingency plans for identified priority high risk situations.
- Contribute to monitoring of preparedness levels in field operations.
- Liaise with relevant internal and external stakeholders to determine the most appropriate analysis and preparedness strategy and products to assist in organisational and country level preparedness.
- Contribute to the development of new approaches for emergency risk analysis.
- Support the development and innovation of UNHCR's early warning and preparedness platforms and tools.
- Assist in undertaking regular horizon scanning of potential new and escalating emergencies of relevance to UNHCR.
- Contribute to open source monitoring of situations of concern and emerging risks.
- Participate in section's discussions on risk detection and analysis, and review risks submitted by field operations.
- Ensure that UNHCR's Global Strategic Priorities and commitments on protection, accountability and Age Gender and Diversity are reflected in relevant preparedness methodologies and situational analyses.
- Support in innovating approaches to standardized training.

- Undertake short missions in relation to preparedness, training and capacity building.
- Possibly, deploy as a team member to humanitarian emergency field situations (max. 3-month field mission).

Guidance, Emergency Policy and Preparedness Tools Development

- Support the development and updating of UNHCR (and, where appropriate, inter-agency) emergency policies and tools, in collaboration with UNHCR internal experts and external stakeholders.
- Contribute to the emergency management system: Support updating the Emergency Tracking Matrix and overview of required actions and DESS support and drafting guidance notes on activations.
- Through research and consultation with UNHCR internal and external experts, participate in the collection and analysis of information regarding lessons learned and best practice on preparedness in UNHCR and conflict settings.
- Draft a variety of documents ranging from emergency cell meeting notes, summaries on emergency preparedness progress and briefing notes.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*Development Studies;
International Relations;*

*Law;
or another relevant field.*

Political Science;

Social Science;

Certificates and/or Licenses

Not specified.

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Two years of relevant working experience; preferably including at least one year in humanitarian field operations or similar outside the home country.

Desirable

Not specified.

Functional Skills

*PR-Developing Strategic Protection Framework
TR-Training and Capacity Building of Governments and/or national programs
TR-Training and Capacity Building of refugees and/or persons of concern
ER-Inter-Agency Leadership/Coordination
PR-Accountability to Affected People - Principles and Framework
PR-Community-based Protection - Principles and methodologies
PR-Internally Displaced Persons (IDP) Operations
PR-Assessment of IDPs Status, Rights, Obligation
MG-Coordination
CL-Protection Cluster Coordination
PR-Refugee Coordination Model*

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking

Policy Development and Research

Political Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.