

Rapid Response Role Profile	
Job Title	Early Recovery Officer
Classification Level	
Immediate Supervisor's Title	Recovery Coordinator/ Operations Manager / Deputy Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Early Recovery Officer deployed to an IFRC coordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The Early Recovery Officer, under the direction of the Team Leader and/or the Operations Manager, will work in collaboration with the National Red Cross / Red Crescent, other Movement Partners, delegates, NGO's, national staff, local authorities and affected communities within the mandate of the Movement in order to:

- Plan, coordinate and collaborate on assessments and early recovery strategic planning and program development.
- Provide technical guidance to areas of the operation engaged in designing and implementing recovery programs with particular attention to: livelihoods, shelter, risk reduction, quality and accountability and community/gender/vulnerable group participation considerations.

Role (Job Requirements)

Job duties and responsibilities

1. Provide technical support to the design, planning and implementation of effective and appropriate relief, early recovery and recovery activities
2. Support the process of needs, vulnerability and context assessment, with a particular focus on participatory approaches, in order to support evidence-based decision making.
3. Ensure that NS perspectives, experience, norms and priorities adequately inform the planning process.
4. Advise the Operations Manager / Team Leader on transition, continuity, hand-over and exit planning, paying special attention to NS ownership and sustainability.
5. Support Movement and external Coordination processes, ensuring that the NS owns and leads these processes, with support from Movement partners.
6. Participate in sectoral and early recovery coordination meetings together with the NS counterpart as required.
7. Provide technical input into the recruitment process of national and international staff and training as required for recovery assessment, planning and implementation.
8. Provide technical guidance to areas of the operation engaged in designing and implementing recovery programs with particular attention to: livelihoods, shelter, risk reduction, quality and accountability and community/gender/vulnerable group participation considerations.

Duties applicable to all staff

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

Profile (Position Requirements)

Education	Required	Preferred
University degree in relevant area (e.g. – development studies, relevant technical field)	⊙	
Basic Delegate Training Course or IMPACT. FACT, ERU or RDRT Training or equivalent knowledge	⊙	
Experience	Required	Preferred
3 years of experience working for the Red Cross or other humanitarian organizations on recovery operations; or 6 years in a range of roles in the sector	⊙	
Experience in community-based development programmes	⊙	
Experience in managing & supporting staff		⊙
Experience in national society capacity strengthening and organizational development	⊙	
Knowledge and Skills	Required	Preferred
Familiarity with current standards and guidelines for humanitarian emergency response, including Sphere and Core Humanitarian Standards	⊙	
Experience in recovery program level strategic planning, delivering high impact recovery interventions and planning for transition	⊙	
Experience in qualitative assessment and response analysis, participatory planning methods, monitoring and evaluation	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
1. Movement context, principles and values		⊙	
2. National Society Capacity Strengthening		⊙	
3. Coordination		⊙	
4. Assessment		⊙	
5. Programme management & reporting		⊙	
6. Information management		⊙	
7. Resource management	⊙		
8. Direction setting and operational objectives		⊙	
9. Safety and security	⊙		
10. Transition and Recovery		⊙	
11. Community engagement and accountability		⊙	

12. Protection, gender and inclusion	⊙		
13. Environmental sustainability	⊙		
14. Interpersonal communication and collaboration		⊙	
15. Conflict management		⊙	
16. Cultural awareness		⊙	
17. Judgement and decision making	⊙		
18. Motivating others	⊙		
19. Personal resilience	⊙		
20. Integrity	⊙		

Recovery Technical Competencies	Tier 1	Tier 2	Tier 3
Transition management		⊙	
Context analysis, including socio-political and economic analysis		⊙	
Early Recovery / recovery programming		⊙	
Integrated programming		⊙	
Partnerships		⊙	

Languages	Required	Preferred
English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		