



Rapid Response Role Profile

Job Title	IT and Telecom Officer
Classification Level	
Immediate Supervisor's Title	IT and Telecom Coordinator/ 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 IT and Telecom Officer, deployed in a Federation co-ordinated 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

In support to the ongoing operation, the IT and Telecom Officer will support the IFRC's and Host National Society's (HNS) operational information technology and telecommunications needs and manage surge assets as necessary.

The IT and Telecom Officer will work closely with the IT and Telecom Team Leader (or in his/her absence with the Operations Manager) and National Society (NS) counterpart to meet operational information technology and telecommunications needs as well as a responsible transition following the surge phase.

Role (Job Requirements)

Job duties and responsibilities

1. Perform or support an assessment of the IFRC and HNS IT & Telecom requirements for the operation with an eye towards long-term needs and transition to sustainable support.
2. Make recommendations and provide input to the Federation Plan of Action, to include technical solutions, necessary equipment, staffing and other recommendations as applicable.
3. Establish links with other partners and actors with IT&T capabilities in association with NS and Federation needs.
4. Ensure alignment with International Federation guidelines and policies and compliance with local, national and international best practices, standards, regulations and laws on IT & Telecom matters.
5. Maintain effective collaboration with the IFRC Regional or Local IT Managers to ensure the effective functioning of IT & Telecommunications services and equipment.
6. Ensure proper curation of all necessary documentation, internal information and policies. (What does this mean?)
7. Ensure that proper asset management policies and procedures are established and/or followed.
8. Assess and plan for the transition to National Society management of appropriate IT/Telecom capabilities. capacities.
9. Coordinate IFRC IT/Telecom activities with other response organizations.
10. Ensure proper installation and operation of IT/Telecom equipment and services needed to support IFRC mission response.
11. Responsible for effective IT/Telecom services external to the IFRC operation as well as between IFRC operational players.

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
Basic Delegate Training Course or IMPACT or equivalent experience	⊙	
IT and Telecom ERU Training	⊙	
FACT/CAP/RDRT training or equivalent experience		⊙
Experience	Required	Preferred
Experience in at least 1 emergency operation either domestic or international		⊙
2 years of experience working with the RC/RC and/or in different job functions	⊙	
Experience leading or conducting assessments and participating in the planning of international response operations.		⊙
Knowledge & Skills	Required	Preferred
Skills necessary to perform or support IT and Telecom assessment and analysis, in order to participate in planning processes	⊙	
Knowledge of and skills of operating VSAT / Satellite technologies.		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening		⊙	
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

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