



Rapid Response Role Profile

Job Title	PMER Officer
Classification Level	
Immediate Supervisor's Title	PMER Coordinator
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 PMER 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

The PMER Officer is responsible for implementing a PMER framework for the operation and for strengthening the quality of PMER systems and functions, by providing technical assistance and guidance across all relevant areas of PMER – planning, monitoring, evaluation / review, reporting, learning and accountability. They will be involved in strengthening the PMER capacity of the relevant NS(s) and will provide capacity building support in PMER to the deployed surge team as required, through on-the-job training as part of the response. The PMER Officer will work in close collaboration with the Information Management (IM) / Emergency Needs Assessment (ENA) and Community Engagement and Accountability (CEA) teams, to coordinate data collection, analysis, feedback from affected populations and information to inform operational planning, decision-making and quality programming.

When a need for PMER Rapid Response support is identified within an operation, the PMER Coordinator profile will be deployed in the first instance to support PMER systems, functions and delivery. A PMER Officer may be deployed in addition to a PMER Coordinator when the nature of the response requires additional support for PMER systems and delivery.

Role (Job Requirements)

Job duties and responsibilities

1. Planning

- Provide technical assistance and support to set up and implement a planning process to develop quality plans for the operation.
- Provide technical advice and support to the individual teams to ensure quality plans (e.g. design of the Logframe and indicators) and support the coordination of the plans from the different teams to bring together a coherent and high-quality EPOA.
- In addition to the existing results-based management approach to planning, promote an adaptive management approach to planning, working closely with IM and CEA teams if present, to ensure that feedback and lessons learned inform the evolution of the operational response.
- Verify that monitoring and evaluation activities are incorporated into the plan and budget and plan for their implementation of the relevant monitoring systems and reporting deadlines from the outset.
- Maintain good communications and liaise with technical / operational counterparts, particularly IM and CEA, and with NS staff and volunteers, to ensure that plans are informed by accurate and relevant information and by the voice of those affected.

2. Monitoring

- Support the development and implementation of a M&E plan for the operation, including outlining data sources, collection methods (quantitative and qualitative methods), frequency, and audience.
- Provide technical guidance to programme staff to help them incorporate the appropriate M&E systems (e.g. post-distribution monitoring (PDM) for their areas of expertise, including setting up indicators.
- Assist with the development and implementation of monitoring tools and activities to capture and provide reliable and timely monitoring data to inform quality programming.
- Work closely with IM and CEA colleagues, if present, to ensure that planned monitoring is well informed by available information / data and engages with and reflects the voice of the affected population.
- Undertake field monitoring visits with technical and NS teams.
- Support or prepare analysis of monitoring, through reports, data visualization and ensure it is evidence based, user-friendly and accessible for those managing the operation, to inform decision-making.

3. Evaluation / Review

- Prepare, design and implement any necessary surveys, such as baseline surveys, reviews, evaluations or lesson learning exercises or other relevant studies, in response to operational requirements.
- Participate in any internal reviews of operational progress, including lesson learning reviews
- Verify all review or evaluation work is evidence based and considers the outcomes, as well as the outputs of the response, to ensure that this informs future operational decision-making and quality programming.

4. Reporting

- Coordinate all reporting activities closely with the PMER Coordinator or, if not present, with operational leadership and Regional PMER team – including agreeing a reporting timetable and deadlines.
- Establish a reporting timetable and deadlines for the operation and monitor this timetable to ensure agreed deadlines have been met.
- Support the efficient and effective delivery of emergency reporting on the operation (including ops updates, situation reports, information bulletins, facts & figures or other relevant reports).
- Check that all reporting on the operation is compliant with the IFRC's standards and formats.
- Maintain good communications with technical / operational counterparts and NS staff and volunteers to ensure reports are informed by accurate and relevant information.
- Collaborate with technical and support managers, including finance and PRD, to ensure compatibility between narrative and financial information in all reports and for any pledge-based reporting.

5. Accountability

- Contribute to the accountability focus of all PMER work across the operation, working closely with the CEA team to ensure accountability to affected populations
- Promote a culture of accountability with management and across all sectors
- Support the evidence-base of monitoring and evaluation work on the operation, to inform accountability to donors and partners

6. Learning

- Support the cross-sharing of accessible information and learning from ongoing operational monitoring and reviews
- Ensure that learning from all monitoring, reviews or evaluations in accessible and relevant, and can be used to inform operational decision-making and the direction of the operation
- Set up systems and forums for capturing and sharing operational learning

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
Graduate degree in a relevant humanitarian or Social Sciences, ideally studies relating to data management, statistics etc.	⊙	
Basic Delegate Training Course or IMPACT, ERU, CAP Training or equivalent experience.	⊙	
Experience	Required	Preferred
3 years' experience working for the RCRC Movement	⊙	
3 years' experience working in PMER	⊙	
Experience working in an emergency response context	⊙	
Background in data collection, management, analysis and presentation methods and tools, and ability to set up systems and procedures for reliable data collection and management	⊙	

Knowledge & Skills	Required	Preferred
Knowledge of IFRC's PMER systems and standards, including the IFRC planning and reporting system, the IFRC Results' Matrix, Apple, Business Objects etc		⊙
Skills in supporting organizational learning, accountability and performance	⊙	
Strong analytical and written skills, including report writing and presentation skills	⊙	
Strong skills in designing and using PMER concepts, tools, and best practices	⊙	
Knowledge of results-based or adaptive management systems and processes	⊙	
Knowledge and skills around results-based planning (logframe) and setting up robust planning systems for complex programmes	⊙	
Knowledge of assessment, survey and monitoring methodologies and experience implementing them	⊙	
Knowledge of evaluation and review for disaster response or recovery work	⊙	

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:		