



Rapid Response Response Role Profile

Job Title	Shelter Cluster Coordinator – (Inter-Agency Coordination)
Classification Level	
Immediate Supervisor's Title	Head of Delegation / Head of Operations
Technical reporting line	Head, Shelter & Settlements
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 Shelter Cluster Coordinator (inter-agency coordination), 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 Shelter Cluster Coordinator (inter-agency coordination) will lead the coordination efforts of Shelter partners and other relevant actors to jointly deliver an effective and adequate shelter response and to prevent and reduce the shelter-related vulnerabilities of the affected communities, in fulfilling the mandate of the IFRC as convener of the Shelter Cluster and in close cooperation with the respective national authorities.

The Shelter Cluster Coordinator (Team Leader) under the direction of the IFRC Head of Delegation / Operations Manager and the IFRC Global Shelter Cluster Coordinator, will work with relevant government actors, the National Society and other Movement partners, NGOs, and other relevant actors to develop a Shelter and Settlements response strategy (inter-agency sectoral strategy), that builds on existing practices and guidelines as well as community capacities, with a focus towards quality and accountability to beneficiaries. Particular attention should be given to strategic direction and advocacy in support of affected communities.

Role (Job Requirements)

Job duties and responsibilities

1. Lead a wide range of humanitarian partners through a process of strategy development to guide response and recovery for the shelter sector and ensure all key actors engage in consensual decision-making. This should be done by engaging and coordinating with key partners, relevant government authorities, other clusters, national and international humanitarian NGOs, the private sector, UN agencies and the UN resident/humanitarian coordinator.
2. Seek commitments from cluster partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues as required.
3. Ensure that the shelter response is guided by relevant policy guidelines and technical standards and oversee the Shelter Cluster transition from the emergency to recovery phase.
4. Lead the development of appeals and humanitarian shelter sector response plans and serve as a direct liaison with the donor community, supporting fundraising initiatives on behalf of the Shelter Cluster.
5. Lead the development of humanitarian advocacy strategies, as well as advocacy tools for media, government and donor engagement to raise awareness of humanitarian shelter issues (including but not limited to specific sectoral needs and funding requirements).

6. High level representation at national level with government, UN, NGOs, donors, diplomatic missions, and longer-term development institutions, such as the World Bank, to advocate on behalf of the sector about response strategy, unmet needs, funding requirements, response and recovery options, inter alia.
7. High level communication and representation of the strategic positions of the shelter cluster or sector to the news media.
8. Chair Shelter Cluster meetings at national level as applicable. Ensure the establishment and maintenance of appropriate coordination mechanisms, including the Strategic Advisory Group (SAG) and Technical Working Groups (TWiGS) at the required level, together with shelter agencies present in country.
9. Develop and oversee the capacity enhancement on coordination of the shelter staff and volunteers (National Society, IFRC, Shelter Cluster partners / Government; as relevant for the role), through training, on-the-job coaching and/or mentoring.
10. Ensure the tracking of performance and humanitarian outcomes using agreed benchmarks, indicators, and data (disaggregated by age and gender) so as to provide a systematic accountable process to assess the timeliness, coverage, and appropriateness of shelter-related humanitarian action, as well as wider humanitarian assistance, in relation to the targeted populations;
11. Ensure coordinated work with OCHA Information Management Units and relevant clusters in developing common information management architecture for data collection, collation, dissemination, and analysis, including archiving, and application of common tools, standards, and indicators.

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 or proven coordination and management experience.	⊙	
"Humanitarian Shelter Coordination" course (or equivalent experience).	⊙	
Basic Delegate Training Course, IMPACT. FACT, ERU or RDRT Training.		⊙
Experience	Required	Preferred
At least 7 years of experience working in Shelter and Settlements with operations and coordination experience.	⊙	
Experience of working in complex responses with an ability to work independently from a sector perspective within a larger response team.	⊙	
Experience of internal Red Cross Movement and External Stakeholder relationships.	⊙	
Experience in emergency response with early recovery / recovery transition planning.	⊙	
Experience in drafting Shelter Strategies.	⊙	
Knowledge & Skills	Required	Preferred
Ability to independently deliver a range of Shelter and Settlements operational and coordination / representation and advocacy roles within a Surge response.	⊙	

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			⊙

Technical Competencies	Tier 1	Tier 2	Tier 3
S&S Humanitarian context		⊙	
Shelter design, Specification, BOQ and Built Environment Regulation.	⊙		
Settlement Planning	⊙		
Technical Supervision / Construction Management	⊙		
Safer Building promotion/Technical Assistance	⊙		
HLP/ Security of Tenure		⊙	
Management of communal displacement settlements scenarios	⊙		
Representation and Humanitarian Diplomacy			⊙
Strategic Direction			⊙
Operational Guidance			⊙

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