



## Rapid Response Role Profile

Job Title	National Society Preparedness for Effective Response (PER) Coordinator
Classification Level	
Immediate Supervisor's Title	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 National Society Preparedness for Effective Response (PER) Coordinator, 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 National Society Preparedness for Effective Response (NS PER) Coordinator will work closely with the operational and National Society leadership and staff to ensure adequate engagement and collaboration between technical teams and National Society's leadership for the identification, integration and implementation of key preparedness actions within the emergency planning processes, and to ensure coherent, coordinated movement support to the National Society. Critical to this process is to ensure that the response integrate NS needs, build on previous NS investment efforts, and contribute to the long-term vision of the National Society.

The PER Coordinator will be deployed as part of the rapid response team to identify the National Societies response capacity using the Preparedness for Effective Response Mechanism (i.e. the global standard comprised of 37 components and related benchmarks that establish an effective response system), to define critical areas in need of investment to ensure the National Society can adequately participate in and support the ongoing operation. The preparedness needs of the National Society will be reviewed alongside the context, mandate and emergency services to be delivered to those in need and be incorporated into the short-term planning within the EPOA and/or as part of bilateral programming, and in the mid to longer term in future EA revisions and/or bilateral support to the NS.

## Role (Job Requirements)

### Job duties and responsibilities

Overall, the National Society strengths, gaps and defined priorities should be determined in close coordination with the National Society focal point and informed by a cross-section of NS staff and IFRC technical and operational teams. The PER Coordinator is also expected to provide general practical technical advice to the National Society in the areas of the response system to support a learning by doing approach, and day-to-day improvements, wherever possible.

The Coordinator is responsible for coordinating a review of the NS capacity against the 5 areas of the PER mechanism: (1) Policy, Strategy and Standards; (2) Operational Capacity; (3) Operational Support; (4) Analysis and Planning; and (5) Coordination. Not all components may be able to be assessed due to limitations of time and scope, as it is of utmost importance to not interfere with the ongoing operation, and to provide practical, relevant, immediate recommendations to strengthen the operation, and build on what exists in the coming months.

1. Conduct desk review, observations, and discussions with the National Society and relevant partners to define immediate areas in need of capacity enhancement efforts within the first 3-6 months to ensure the NS can adequately, timely and safely deliver services to those in need, supported by the IFRC;
2. In the first phase of the operation, compile the key documents available from the NS (SOPs, Hazard, Context and risk analysis, pre-disaster agreements, DRR policy and strategy) and provide a summary of key elements to the PNS and IFRC involved in the operation
3. Develop a draft plan and budget to be included into the emergency appeal, including defining and/or revising activities within the *SFI 1 Strengthen National Society capacities and ensure sustained and relevant Red Cross and Red Crescent presence in communities*; ensuring alignment with technical sectors; activities;
4. Align assessment approach and findings with the work of NSD colleagues ensuring a coordinated approach to limit distraction and drain on the NS, and discourage multi, uncoordinated plans;
5. Provide recommendations to refine future surge support priorities;
6. Encourage and support the NS to share findings with donors/partners to support mobilization of critical technical and financial resource gaps, and create a platform to ensure coordinated support to the NS;
7. Collaborate with NSD to inform on the longer-term strategic institutional development efforts and risk mitigation strategies;
8. Actively contribute to improving the success of the operation through day-to-day improvements and capacity strengthening of first responders wherever possible. Find solutions to issues and maintain positive relations when dealing with challenges in implementation.
9. Build positive relationships and brief IFRC and partners on: the PER approach, its utility within their technical responsibilities, and how to contribute overall to more cohesive support to the NS.

#### 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 disaster management, international development or equivalent qualification	⊙	
BTC, IMPACT or equivalent experience		⊙
Previous training and/or equivalent exposure to PER		⊙
RDRT, NDRT and/or equivalent Red Cross responder training or experience		⊙
CAP training and/or equivalent needs assessment training		⊙
Experience	Required	Preferred
Previous experience leading a PER exercise		⊙
Previous experience working within the RCRC Movement	⊙	
Previous experience working in an emergency operation	⊙	
Experience in mentoring, coaching and training	⊙	
Experience working with National Societies on DRM activities	⊙	
Experience with evaluation, assessment and planning methodologies		⊙
Knowledge & Skills	Required	Preferred
Strong diplomacy skills, with previous experience of liaising with numerous stakeholders	⊙	
Skills to collect information, analyze and prioritize	⊙	
Knowledge of the PER Mechanism components	⊙	
Strong organizational skills, with attention to detail and a proven ability to prioritize and effectively multi-task	⊙	
Demonstrated solutions-oriented professional, with proven analytical skills	⊙	
Understanding of the Red Cross/Red Crescent Movement National Society capacity strengthening concepts and approaches	⊙	
Results focused and able to recognize strengths and build on what exists	⊙	

Applies a continuous learning approach and utilizes adult learning principles/strategies	⊙	
Strong technical knowledge in various PER components: logistics, finance, HR, EOC, SOPS, emergency needs assessments, CEA, etc.	⊙	
Experience in facilitating and leading the PER process in complex contexts	⊙	

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:		