



Rapid Response Role Profile

Job Title	National Society Preparedness for Effective Response (PER) Officer
Classification Level	
Immediate Supervisor's Title	Preparedness for Effective Response (PER) 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 Preparedness for Emergency Response (PER) 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 National Society (NS) Preparedness for Effective Response (PER) Officer will work closely with the operational and NS leadership, staff and volunteers to ensure adequate engagement and collaboration between technical teams, and national Society's leadership for the implementation of key preparedness activities as outlined in existing plans of action.

Ideally, the NS PER officer will follow-up the recommendations and suggestions made by the NS PER Coordinator during the initial phase of the response. In the absence of such recommendations the NS PER Officer is responsible for reviewing the NS capacity against the PER Mechanism (i.e. the global standard comprised of 37 components under interrelated 5 areas of an effective response) to identify and consequently, address the NS preparedness for response actions.

Role (Job Requirements)

Job duties and responsibilities

Based on the identified priorities, and National Society's plan of action, responsibilities of the NS PER Officer could be related to:

1. PER process: The Officer will support the National Society with the implementation of the PER process phases (Orientation, Assessment, Prioritisation, Analysis and Action and Accountability)
2. Policy, Strategy and Standards
 - a. Work with the NS technical and support services staff to develop, disseminate and institutionalize appropriate DM strategies, plans and systems based on a baseline assessment of needs, strengths and international best practices (the PER assessment).
 - b. Ensure that NS Preparedness activities are conducted in collaboration with the CEA and PGI technical staff
3. Analysis and Planning: Support National Societies in their National Disaster Response Mechanisms, including response and contingency planning based on national disaster risk analysis and scenarios, Standard Operating Procedures
4. Operational Capacity
 - a. Raise awareness of the PER mechanism among the IFRC rapid response personnel, IFRC offices, NS focal person and leadership
 - b. Support the development of National Response Team (NRT), and Branch Response Teams (BRT) based on IFRC existing standards and curricula.
 - c. Review and disseminate curricula and co-facilitate meetings, workshops and trainings relevant to prioritized PER components and other inter-connected components and themes.

- d. Identify and augment opportunities for the NS staff and volunteers to shadow the rapid response personnel in action.
- 5. Coordination
 - a. Support the NS to be better connected to the authorities for disaster management.
 - b. Ensure alignment of movement partners for the development of the National Society preparedness and response mechanism.
- 6. Operations Support
 - a. Support National Society support service structures to align procedures for effective response.
 - b. Contribute in identifying and engaging with potential donors, and in preparing project proposals and documents for the development of preparedness activities.

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	⊙	
IFRC induction to operations		⊙
BTC, IMPACT or equivalent experience		⊙
Experience	Required	Preferred
Previous training and/or experience with the PER process	⊙	
Previous experience working with the NSs and Movement stakeholders on DRM	⊙	
Previous experience working in an emergency operation	⊙	
Experience in facilitating and/or leading all the PER process phases (orientation, assessment, analysis and prioritisation, action and accountability) with different NSs	⊙	
Knowledge & Skills	Required	Preferred
Strong diplomacy skills, with previous experience of liaising with numerous stakeholders	⊙	
Skills to collect information, analyse and prioritize	⊙	
Knowledge of the PER Mechanism components	⊙	
Demonstrated solutions-oriented professional, with proven analytical skills	⊙	
Understanding of the Red Cross/Red Crescent Movement National Society capacity strengthening concepts and approaches	⊙	
Strong technical knowledge and experience in various PER components: logistics, finance, HR, EOC, SOPS, emergency needs assessments, CEA, IM etc.	⊙	

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:		