



## Movement Coordination Officer Role Profile

Job Title	Movement Coordination Officer (MCO) <i>Part of the Strengthening Movement Coordination and Cooperation (SMCC) initiative</i>
Classification Level	
Immediate Supervisor's Title	
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

### Organizational context (where the job is located in the Organization)

The need for efficient and timely Movement coordination is at its greatest at the onset of a large-scale emergency when a number of factors - like the growing number of Movement actors, the complexity of the situation, the focus on life-saving activities, external pressure, etc. – require successful interaction between Movement components.

The responsibility of coordinating, and of accepting to be coordinated, remains with the in-country-management of each Movement component. One of the main challenges faced by managers of a large-scale emergency operations is to be able to coordinate the response with the Movement partners while planning for the next phases of the operation and at the same time carrying out their day-to-day operational responsibilities. Consistent with many real-time reviews of operations, managers from all components of the Movement should benefit from receiving the support of a joint resource to advise the Movement partners on the conduct of the coordination process.

The 2013 Council of Delegates (CoD) Resolution 4 tasked the International Federation and the ICRC to work with National Societies to find ways and means to Strengthen Movement Coordination and Cooperation (SMCC). In order to reinforce trust between Movement partners and ensure well-coordinated responses to large-scale emergencies from the onset, the SMCC Plan of Action (subsequently adopted at the CoD 2015 under Resolution 1), requests the Movement to conceptualize and test the deployment of Movement Coordination Officers (MCOs).

### Job purpose

The purpose of the position, as described in the SMCC documentation and in the SMCC spirit, is to serve the common interests of the Movement in large-scale emergencies. The role of the MCOs is not to substitute management and take the responsibility to coordinate the humanitarian response in emergencies; - but is limited to providing support to the Movement in helping to build an environment that is conducive to efficient and timely coordination of the Movement's activities. The MOC technically reports to the Strategic Movement Platform but will report day to day to the agreed leading coordinating agency.

The MCO must therefore be understood as a position of a mediator, a facilitator and an adviser who supports the managers leading the coordination processes. The MCO is a supra-institutional position by nature. Although it is an advisory and mediation position, rather than a decision making one, It is a highly influential position.

The deployment of MCOs is expected to last only during the emergency phase of the operation. (until movement coordination is well anchored and can be assumed by the components in the contexts. This is a surge role and follows the surge procedures and practise

The MCO supports the managers in charge of the coordination as well as the Movement components' representatives being coordinated, independently of their affiliations within the Movement., to optimize the Movement's humanitarian response. This means s/he helps in ensuring that Movement resources are used in the most effective and efficient way and that the Movement's humanitarian interventions are coherent and aligned with the regulatory framework, the principles and the policies of the Movement.

While the minimum required set of skills will be constant for such a position, it is the personal background and professional experience of each MCO that will determine in which type of emergencies (i.e. disaster, armed conflict, regional) s/he is best suited to be deployed.

Concretely, the Movement Coordination Officer provides support to:

- Creating and fostering a working environment in which Movement coordination responses to the large-scale emergencies are transparent, effective, and impartial while planning is inclusive, information-sharing is participatory, decision-making is appropriate and problem-solving is timely.
- Ensuring that coordination mechanisms and tools are in place at the technical, operational, and strategic levels.
- Making sure that the coordination mechanisms and tools are used in the most efficient manner, enabling the best possible and most coherent Movement response across the board.
- Ensuring effective participation of all Movement components to the coordination process.
- Seizing on-the-job opportunities to develop the Host National Society's/movement partners' coordination skills.

## Role (Job Requirements)

### Job duties and responsibilities

- Foster a collaborative working environment between Movement colleagues, initiate and enable effective movement communication as a priority in operations.
- Advise leaders on the use of coordination mechanisms and coordination tools, that are grouped in the Movement coordination toolkit, in a contextualised manner and in line with the Movement regulatory framework.
- Ensure that coordination takes place in an environment that is conducive to trust building between partners and with a focus on providing the best possible response to the needs of affected people.
- Establish and maintain common coordination mechanisms including meetings, forums, database/platforms, Information Management tools also ensuring all relevant documents, templates and meeting minutes are available to all partners.
- Ensure smooth and efficient contact, communication, exchange of data and information between Movement partners in relation to the common response
- Support Movement wide decision making and conducting of joint reviews of operation amongst the Components of the Movement
- Create and maintain a unified Country Movement Coordination mailing list, to ensure a single-point management of contact lists and inclusion of all partners present.
- Support the organisation of regular coordination mechanisms at the various levels to allow appropriate decision-making and overall relevance and coherence of the conduct of activities
- Identify issues/problems arising from established coordination processes and propose corrective measures, notably to ensure effectiveness and efficiency of the Movement's coordinated response.
- Map all Movement components operationally active in the affected country and region, including their ongoing projects, current human resources, and contact details.
- Map the practices, capacities and needs of Movement partners in terms of coordination and support the managers to update or develop the required tools, working modalities or capacity building strategies.
- Accompany effective implementation of decisions taken through coordination mechanisms, alert on shortcomings or misunderstandings and propose appropriate corrective measures.
- Set up a system to monitor compliance issues and propose a mechanism to document and report any non-compliance issues, including escalation to the body or mechanism best able to take appropriate course of action.
- Monitor communication activities of the various Movement components to ensure and possibly propose alignment with a view to ensure appropriate visibility and clarity of the Movement in the context.
- Ensure that the development of post-emergency activities of the Movement integrates actions that aim at strengthening the long-term development of the Host National Society
- Contribute to the complementary and non-competitive resource mobilization for the coherent and credible Movement operation, by ensuring regular knowledge-sharing and up-to-date coordination tools that are fit for the purpose of the operation.
- Provide regular information updates and briefings as required on coordination trends, innovations, and emerging best practices.
- Encourage documentation and reporting on the lessons learned of the Movement cooperation and coordination, including the use of the SMCC post-emergency questionnaire and the production of Movement-wide reporting, supporting provision of recommendations, and promoting institutionalization of the learning.
- Concerning coordination roles outside the movement, the MCO may advise on possible joint representation/information sharing/joint messaging

### Duties applicable to all staff

1.	Actively work towards the achievement of the Strategic Movement Platform's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles

3	Work with all/or the line Manager Movement actors towards the overall success of the humanitarian operation
4.	Quickly be able to acquire a practical and strategic understanding of the collective response and its future direction
5	Maintain an overview of the environment so as to spot relevant issues, be practical and flexible and facilitate change as necessary
6.	Perform any other work-related duties and responsibilities that may be assigned by the Strategic Movement Platform and the line manager.

## Profile (Position Requirements)

Education	Required	Preferred
A University degree in a relevant field (e.g. international relations, development studies, political science, public administration) or relevant experience	⊙	
Experience	Required	Preferred
Proven experience of working in emergency-response to large-scale emergencies or a Movement component	⊙	
Working experience at senior strategic level within the Movement	⊙	
Knowledge & Skills	Required	Preferred
A wide knowledge and deep understanding of Movement policies and regulations, notably the SMCC process	⊙	
Recognized interpersonal skills, possibly supported by academic background on negotiation, team motivation, trust building, problem solving, etc.	⊙	
Ability to work in a stressful and demanding environment while keeping a consistent, courteous, and positive attitude towards others	⊙	
Demonstrated analytical and conceptual skills	⊙	
Ability to take initiatives and work with minimal supervision	⊙	
Proven ability to work in a team and in a multicultural environment	⊙	
Good computer literacy and knowledge of Microsoft Office and internet-based tools		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles, and values			⊙
The Movement in the humanitarian sector			⊙
Coordination			⊙
Assessment		⊙	
Programme management & reporting		⊙	
Information management		⊙	
Resource management		⊙	
Direction setting and operational objectives		⊙	
Community engagement and accountability		⊙	
Protection, gender, and inclusion	⊙		
Environmental sustainability	⊙		
Safety and security	⊙		
Collaboration and teamwork			⊙
Conflict management			⊙
Communication			⊙
Cultural awareness			⊙
Judgement and decision making			⊙
Motivation			⊙

Personal resilience			⦿
Integrity			⦿

Languages	Required	Preferred
Fluently spoken and written English and one additional language	⦿	
Good command other useful languages (French, Spanish, Arabic, Russian, etc.)		⦿
Other		