**International Federation
of Red Cross and Red Crescent Societies**

Rapid Response Role Profile	
Job Title	IT and Telecom Coordinator
Classification Level	
Immediate Supervisor's Title	Head of Emergency Operations/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 IT and Telecom 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

In support to the ongoing operation, the IT and Telecom Coordinator will guide and develop an overarching approach to support the operation's Information Technology and Telecommunications needs and manage surge assets as necessary.

The IT and Telecom Coordinator will work closely with the Operations Manager and NS counterpart to support the assessment, coordination and planning necessary to meet operational IT and telecommunications needs as well as a responsible transition following the surge phase.

Role (Job Requirements)

Job duties and responsibilities

1. Support multisector assessments of humanitarian needs.
2. Perform or support an assessment of the IT and telecommunications requirements for the operation with a focus towards long-term needs and transition to sustainable support.
3. Lead the overall IT and telecommunications coordination for the Federation and National Societies involved in the operation.
4. Make recommendations and provide input to the Federation Plan of Action, to include: technical solutions, necessary equipment, staffing and other recommendations as applicable.
5. Establish links with other partners and actors with IT and telecommunications capabilities in association with NS and Federation needs.
6. Coordinate and manage incoming and active IT and Telecom ERU Teams, as well as IT and Telecom Rapid Response delegates, to support all Federation operations.
7. Ensure alignment with International Federation guidelines and policies and compliance with local, national and international best practices, standards, regulations and laws on IT and telecommunications matters.
8. Maintain effective collaboration with the IFRC IT Managers to ensure the effective functioning of IT and telecommunications equipment as appropriate (this may include installing and maintaining network as well as telecommunications equipment).
9. Ensure proper curation of all necessary documentation, internal information and policies.
10. Ensure that proper asset management policies and procedures are established and/or followed.
11. Assess and plan for the transition to National Society management of IT and telecommunications capacities.

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
Basic Delegate Training Course or IMPACT or equivalent experience	⊙	
IT and Telecom ERU Training	⊙	
Emergency team leader		⊙
FACT/CAP/RDRT training or equivalent experience		⊙

Experience	Required	Preferred
Experience as an IT & T Team Leader on 2 (or more) disaster response operations	⊙	
5 years' experience working with the RC/RC and/or in different job functions		⊙
Experience leading or conducting assessments and participating in planning of international response operations.	⊙	
Experience in managing & supporting staff in a disaster response context.	⊙	

Knowledge & Skills	Required	Preferred
Experience in program-level strategic planning, coordination and transition to support National Societies	⊙	
Skills necessary to perform or support assessment and analysis, in order to participate in planning processes.	⊙	

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:		