



Rapid Response Response Role Profile

Job Title	Safe and Dignified Burials (SDB) Coordinator
Classification Level	
Immediate Supervisor's Title	Operations Manager/Health Coordinator
Technical reporting line	
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 Safe and Dignified Burials 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 SDB Coordinator is ultimately responsible for planning, coordinating, and supporting the implementation of the SDB activities during the response phase and/or transition phase post-epidemic (as relevant) with a strong focus on quality control and interagency technical coordination. In consultation with the SDB focal point in the IFRC health department, the coordinator will contextualise and adapt SDB protocols and approaches to local needs, while maintaining minimum standards. The coordinator will build up SDB capacities in the National Society to be able to expand the response in case of further spread or of new potential outbreaks.

An SDB Coordinator may be deployed as Rapid Response Personnel or as part of a public health Emergency Response Unit (ERU).

Role (Job Requirements)

Job duties and responsibilities

Emergency response

1. Ensure planning, implementation and reporting on quality, timely and safe RC SDB activities related to the outbreak.
2. Coordinate high-quality training for all SDB teams, including simulations and hands-on scenarios. This includes both initial trainings, and regular refreshers to monitor understanding of and adherence to key standards.
3. Provide technical expertise and oversight, including training support where needed, for other actors engaged to support or directly implement SDB.
4. Establish clear, executable operational SOPs and protocols that are updated as needed and are followed by the SDB teams.
5. Work with the Health Coordinator to maintain regular communication with health authorities and ensure that SDB protocols are in line with health authorities' systems. This includes a decision-making flow chart for death alerts that is coordinated with the MoH surveillance and alerts system in place.
6. Set up a system to ensure that teams immediately report any challenges or obstacles faced to carry out safe and high-quality SDB activities.
7. Work with the Health Coordinator and Information Management team to agree on Key Performance Indicators, monitoring tools and reporting mechanisms.

8. Coordinate with HR to organize the work of SDB teams. This ranges from the volunteers' signing of a code of conduct, to the organization of working rosters for SDB teams, and the regular monitoring of volunteers' well-being.
9. Coordinate with the logistics team to maintain a well-organized physical stock of materials and equipment, and continuously updated logistics supply reports (to ensure a consistent and updated overview of physical and theoretical stock).
10. Manage the appropriate set-up, safe running and maintenance of the operational base(s). This includes coordination with logistics for the initial base setup, but also throughout the operation to ensure an efficient supply of water, fuel and the provision of other relevant technical support needed for the base.
11. Establish a clear system for waste management, either at the operational base or at a health structure (contingent upon agreement of the relevant health authorities).
12. Function as technical advisor on all issues related to SDB.
13. Support the PSS focal point to ensure SDB team members have access to regular and emergency MHPSS services.

Emergency preparedness

14. Support the RC in preparedness planning to be able to rapidly start SDB implementation in areas at high-risk of new outbreaks
15. Support the RC in operationalising the preparedness plan (clear processes, training of SDB teams, ensuring contingency stocks of SDB materials etc.)
16. Support longer-term transition planning (as appropriate) to improve the RC's ability to respond to future epidemics.

Knowledge management and organisational learning

17. Identify and document good practices and lessons learnt.
18. Work with the Information Management and Community Engagement and Accountability (CEA) teams to develop learning feedback loops and use data to improve management, training and other programmatic aspects of SDB.
19. Ensure community feedback and other lessons learned are rapidly implemented through revised SOPs, trainings, or other changes as needed

Coordination

20. Promote the collaboration between the RC, health authorities and other pertinent sector partners.
21. Represent the RC/IFRC in technical meetings, conferences, seminars and forums to well position RC in SDB.
22. Where RCRC is not the only SDB implementer, advocate for a public health approach grounded in health care and humanitarian ethics
23. Strengthen the communication, cooperation and coordination with other movement partners including ICRC.

Transition and NS capacity building

24. Support National Societies' emergency health preparedness and response specifically related to SDB capacity strengthening consistent with their mandates and roles agreed with national authorities related to epidemics.
25. Provide technical support to development of core capacities in terms of preparedness and response to epidemics.
26. Support planning for SDB transition activities that support the reintegration and de-stigmatisation of SDB team members in their communities and build on the capacities developed through SDB operations to enhance other health and humanitarian objectives.

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
Bachelor's degree in Social Sciences or a health-related subject	⊙	
Advanced degree in public health, epidemiology or other relevant public health subject		⊙
IMPACT or BTC Course (provided by the Red Cross/Red Crescent) or equivalent experience		⊙
ERU management Training (provided by the Red Cross/Red Crescent)		⊙
IFRC Public Health in Emergencies (B), Emergency Health Coordination, or similar training		⊙
Experience	Required	Preferred
Minimum of two years' experience managing and supporting staff	⊙	
Experience living or working in a cultural context other than their own	⊙	
Experience working in low-resource settings	⊙	
Experience working for the Red Cross/Red Crescent movement		⊙
Knowledge & Skills	Required	Preferred
Competent in computer use (Windows, Microsoft Office, spreadsheets, word-processing, e-mail)	⊙	
Skills in training facilitation, coaching and development of staff and volunteers	⊙	

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
Strong command/ highly proficient in spoken and written English	⊙	

Good command of another IFRC official language (French, Spanish or Arabic)		⦿
Other languages:		