



Rapid Response Role Profile

Job Title	Human Resources 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 Human Resources Coordinator, deployed in a Federation coordinated 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 Human Resources Coordinator will support the IFRC operations in country on Human Resource issues. The Human Resources Coordinator is required to deploy to the field as the lead on HR-related matters in a complex or large-scale emergency. They will work closely with the in country IFRC operations. The Human Resources Coordinator will be expected to lead on HR assessments, HR planning and coordinate recruitment; use already existing systems, policy and practice on people management in complex emergencies. Where relevant the post-holder will be expected to mentor and/or build the capacity of in-country HR staff.

The Human Resources Coordinator will report directly to the IFRC Head of Emergency Operations with a technical reporting line to the IFRC Regional HR Manager.

Role (Job Requirements)

Job duties and responsibilities

1. Workforce Planning and Recruitment
 - a) Agree workforce plan, including defining roles and appropriate organisational structure.
 - b) Ensure compliance with national labour law and regulations for national staff recruitment in collaboration with the National Society.
 - c) Assess and support the National Society workforce capacity to scale up in line with operational requirements.
 - d) Ensure all departments are resourced with appropriate personnel, prioritising critical roles.
 - e) Work on the overall longer-term response or recovery structure for the IFRC.
 - f) Liaise with the HR in-country and/or Regional office on recruitment and other matters related to staff.
 - g) Coordinate and develop a tailored induction programme for new incoming staff involving the host National Society.
 - h) Ensure that all incoming and outgoing IFRC surge personnel are briefed and debriefed in the field by all relevant departments.
2. HR Management and Administration
 - a) Advise management on people management issues in accordance with IFRC policy and procedure.
 - b) Develop and manage practical and secure HR information systems.
 - c) Undertake benchmarking review on compensation and benefits to determine appropriate salary scales.
 - d) Effectively manage investigations, disciplinarys and breaches of the IFRC Code of Conduct.
 - e) Support and develop HR staff assigned to the operation.
 - f) Oversee compliance to Fundamental Principles, IFRC Code of Conduct and IFRC operational procedures.

- g) Advise management and, where necessary, deliver training on matters of Prevention of Sexual Exploitation and Abuse, workforce gender and diversity and whistleblower policies and systems.
 - h) Analyse and maintain HR trends and data to influence decision making
3. Staff Wellbeing
- a) Promote staff wellbeing and respond to needs as they arise.
 - b) Collaborate with staff health, security and psychosocial support (PSS) colleagues to agree on best ways to address staff wellbeing.
4. Internal and External Relations
- a) Coordination with Operations Management, Movement actors and PNS.
 - b) Actively query and highlight any perceived/possible HR related risks in relation to contracts, memorandum of understanding or agreements.
 - c) Establish solid and effective communication lines in the Field and towards HQ
 - d) Hold discussions on anticipated staffing needs with representatives of Partner National Societies who have signed the integration agreement with IFRC.
 - e) Represent the international Federation and liaise with HR counterparts from external partners, such as UN agencies NGO etc.

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
Qualification in Human Resource management or equivalent knowledge gained through relevant experience	⊙	
Experience	Required	Preferred
Experience of providing a HR services to managers or relevant stakeholders	⊙	
Experience working internationally and/or in resource poor environments	⊙	
Experience in recruitment and selection	⊙	
Experience of writing and adapting policies and procedures across different country/legal contexts	⊙	
Experience in capacity building with partners, staff and/or volunteers		⊙
Experience working in an emergency response operation		⊙
Experience in managing investigations, disciplinaries and issues of misconduct		⊙
Experience working within a volunteer-based organisation		⊙
Knowledge & Skills	Required	Preferred
Understanding of key policies and practices relevant to an emergency setting, such as rest & recuperation, security procedures, psychological resilience, protection from sexual abuse, child protection, whistleblowing etc.	⊙	
Knowledge of IFRC HR systems and procedures		⊙
Proven ability to interrogate and utilise management information		⊙
Excellent skills in advising on complex staffing issues	⊙	

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:		