



Rapid Response Role Profile

Job Title	Field Coordinator
Classification Level	
Immediate Supervisor's Title	Operations Manager/Deputy 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 Field 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

To support the affected National Society (NS) and IFRC field staff in the day to day implementation, management and coordination of all aspects of the operation for a defined location or component of the operation.

The Field Coordinator's main aim is to support the operation's implementation and coordination of the operation. The Field Coordinator effectively contributes to the assistance of vulnerable people through a movement-coordinated approach. The Field Coordinator ensures proper technical support on areas such as Movement Coordination, Disaster Management, Relief, Shelter, WASH, Health and Care, PSS, Cash Transfer Programming, OD in Emergencies and other areas needed by the NS and IFRC. The Coordinator also provides coordination of the daily operations implementation, including supervision of programs as well as security, HR and Finances. The Coordinator must ensure all activities are implemented following the accepted humanitarian standards, while promoting capacity building of the NS and actively pursue community participation in the implementation of activities.

Role (Job Requirements)

Job duties and responsibilities

1. Support NS and IFRC in management of activities related to the Operation:
 - a. In the defined location or component of the operation, support NS and IFRC field teams in project/program & design, set up, planning, implementation, monitoring and reporting, and transition keeping in line with the objectives outlined in the IFRC emergency appeal and EPOA.
 - b. Supporting the Design and set up the initial operational plan in coordination with the National Society branch in the geographical area, considering the exit strategy for the operation from an early stage and how it might link to and support the NS long-term programmes.
 - c. Provide assistance to NS staff and volunteers to effectively implement project and program activities in accordance to humanitarian standards (i.e. Sphere Minimum Standards in Humanitarian Response).
 - d. Support the NS and IFRC technical program teams in running field activities for specific programs, such as Health and Care, PSS, WASH, Relief, CEA, CTP and Restoring Family Links and others; ensuring technical support is provided for field teams.
 - e. Serve as a link between the IFRC/NS EPOA and the activities outlined in the area of assignment.
 - f. Together with NS counterpart and field teams provide regular monitoring field reports as required and/or as per given schedule, including reports on important events or situation developments.
2. Coordinate and liaise with internal and external partners in the assigned geographical area or operation component:

<ol style="list-style-type: none"> a. Represent the IFRC in planning and coordination meetings and external relationships/networking, in the assigned geographical area, providing RCRC reports to participating partners and ensuring alignment with the NS and the Movement. b. Provide regular updates, including from coordination meetings held in the Movement's area of responsibility in the region, to IFRC and NS appropriate Focal Persons to inform overall country programme decision-making. c. Support the organizing/facilitating of Movement coordination meetings chaired by the NS; IFRC and other Movement partners as needed. d. Encourage NS to engage effectively with Movement partners, Regional and Local bodies at all levels, UN and international humanitarian organizations, NGOs, community groups and vulnerable peoples. e. Ensure close linkage and co-operation with different NS and IFRC managerial and technical sectors. <ol style="list-style-type: none"> i. Ensure activities are coordinated with communities and local actors, Participating National Societies (PNS), ERUs and rapid response personnel/teams in the area of responsibility in the assigned geographical area ii. Ensure the quality of the actions iii. Link UN, NGO, Government resources, etc. to the NS and relevant technical sectors of the RCRC operation in the assigned geographical area iv. Collaborate with other corresponding Field Coordinators.
3. Work closely and support local branches of the NS in area of responsibility; Support the branch in building capacity where needed both in order to carry out current operations and for long-term organizational development.
4. Continuously assess socio-political, humanitarian and security situations and gaps in area of responsibility. Report results regularly to IFRC team and NS counterparts to inform potential adjustments needed to ensure accuracy and quality of the planned intervention.
5. Host visitors, donors, & delegations and provide operational updates as necessary.
6. Ensure staff safety and security by adhering to and communicating policies and regulations to all staff (PNS and NS) in the assigned geographical area. Serve as IFRC finance, admin and logistics focal point for IFRC in the hub area as needed.
7. Lead the risk assessment process in close collaboration with operational management in the assigned geographical area
8. Provide security management support for IFRC in the hub area as needed
9. Champion high quality accountability standards and ensure compliance with relevant policy and procedures

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
Relevant university degree or equivalent qualification within a relevant field	⊙	
Basic Delegates Training Course or IMPACT or equivalent experience	⊙	
ERU, Ops Management, CAP (previous FACT/RDRT) training or equivalent knowledge	⊙	
Experience	Required	Preferred
Minimum 5 years' experience working for the RC/RC or for another humanitarian relief organisation coordinating emergency and/or relief operations	⊙	
Field experience within the RC/RC	⊙	
Experience in managing programmes and projects including planning, monitoring and guiding implementation, budget development and management of significant field-based projects, reporting and technical advice and guidance	⊙	
Experience in field intervention, volunteer management, mentoring and capacity building, training project staff and working with vulnerable populations	⊙	
Experience and knowledge of project management	⊙	

Knowledge & Skills	Required	Preferred
Ability to work under pressure and manage a team in high stress environments in an emergency context	⊙	
Ability to conduct rapid assessment, baseline and satisfaction survey assessment		⊙
Proficient in computers (word processing, spread sheets, Power Point, internet, etc.)	⊙	
Understanding of cash-based interventions		⊙
Good analytical skills and solution focused person		⊙

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:		