



Rapid Response Role Profile

Job Title	Protection, Gender and Inclusion (PGI) 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 the PGI Coordinator deployed in an IFRC co-ordinated operation. The role profile is complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The PGI Coordinator will provide strategic advice and guidance to others within a defined scope. The PGI Coordinator ensures that humanitarian assistance promotes the dignity, access, participation, and safety of all girls, boys, women and men based on their different needs, capacities and vulnerabilities, and without discrimination based on age, gender, disability, religious, race, or legal status. In addition, the PGI Coordinator will support National Society and IFRC operations teams to enhance the impact, reach and efficiency of emergency response operations through the integration and coordination of PGI activities and approaches. This includes PGI mainstreaming, advocacy, programme design, staff support and training, and strengthening community relationships. The PGI coordinator ensures there is operational capacity to identify protection risks including violence against children and sexual and gender-based violence and take action to prevent, mitigate and respond to violence, exploitation and abuse, including appropriate reporting and referral mechanisms.

Role (Job Requirements)

Job duties and responsibilities

1. Advise needs assessment efforts to ensure that
 - a. Information gathering activities are conducted and documented safely and confidentially
 - b. Sex-age and disability-disaggregated data is used to inform the response
2. Work with sector leads to ensure the specific needs, vulnerabilities and capacities of the affected population (including gender, age, disability, health, legal and social status) inform the design and implementation of relief and recovery programs, including emergency appeal and plans of action.
3. Design strategies and programmes in line with assessment findings and tailored to reach the specific needs of a particular group or groups – i.e. disability support, SGBV (Sexual and Gender Based Violence) response, child protection – whilst integrating effectively with other sectors and existing capacities.
4. Work with sector leads to ensure that all programmes and operations in the response are implemented in accordance with the Red Cross and Red Crescents Minimum Standards for PGI in Emergencies and the response promotes the dignity, access, participation and safety of women, men, girls and boys.
5. Design and deliver capacity building activities for Red Cross Red Crescent staff, volunteers and community members: build understanding and ownership of PGI, support the implementation of the PGI Minimum Standards, reduce PGI risks in the operational environment, and build sustainable local capacity.
6. Coordinate with protection and gender inter-agency fora and engage in dialogue with local actors to ensure that PGI risks are addressed.
7. Support the development of appropriate incident management, reporting and case management systems and referral pathways for the operations team to prevent, mitigate and respond to violence, exploitation and abuse. Where

necessary, act as a technical advisor for the management of incident reports. Work with Community Engagement and Accountability (CEA) colleagues and the protection cluster to harmonise approaches to complaints hotlines and other mechanisms.

8. Work with broader Red Cross and Red Crescent (RCRC) operation to ensure there are sufficient safe spaces for more vulnerable individuals and groups in the population such as children and older persons; particularly in operations where temporary settlements and evacuation centres are a key component.
9. Monitor and report upon the changing operational context and the protection risks to ensure that prevention, mitigation and response activities are targeted and adapted to the changing context, risks and needs. Contribute this information to sectoral leads and operations coordinators, needs assessments and operational plans, humanitarian diplomacy efforts, communication materials, community engagement and accountability and donor reporting.
10. Advocate for PGI issues with key stakeholders internal and external to the RCRC to ensure appropriate awareness of PGI issues, their ramifications and how RCRC teams are responding to PGI risks and needs.
11. Work with CEA colleagues to analyse and utilise community practices, groups and information sharing methods. Help design effective information dissemination tools, reporting systems and ensure a safe approach to community communications by the broader operations team that encourages community feedback and sharing of information.

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
Master's degree or equivalent professional training in community development, social work, legal and human rights, social science, public health or other related field.	⊙	
Experience	Required	Preferred
5 years of experience in a PGI related role	⊙	
Previous experience in an advisory role in an emergency response setting	⊙	
Demonstrated coordination or team management experience in an organization within the Red Cross and Red Crescent Movement, or in an international organization or NGO	⊙	
Demonstrated experience in applying humanitarian protection/gender/accessibility standards and guidelines in a range of contexts.	⊙	
Experience in supporting staff and volunteers in resilience and self-care when working in difficult protection contexts.		⊙
Experience in case management, including client advocacy and the handling of sensitive and confidential data.		⊙
Experience in developing and delivering training courses.	⊙	
Experience in public or private advocacy, on behalf of vulnerable or marginalised people.		⊙
Knowledge & Skills	Required	Preferred
Broad understanding of PGI issues in emergencies contexts	⊙	
Strong ability to incorporate PGI related systems and processes into operations and programmes, taking into account the context and low resource environments	⊙	

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		⊙	

Technical Competencies	Tier 1	Tier 2
Advocacy		⊙
Awareness Raising		⊙
Information security		⊙
Referral Pathways		⊙
Mainstreaming		⊙
Legal Frameworks		⊙
Gender and Diversity Analysis		⊙
Disability Inclusion		⊙
Child Protection		⊙
Sexual and Gender-based Violence Prevention and Response		⊙
Prevention and Response to Sexual Exploitation and Abuse		⊙
Humanitarian Diplomacy		⊙

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		