



Rapid Response Role Profile

Job Title	Assessment 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 Assessment 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 Assessment Coordinator (AC) is the responsible for leading the assessment support to National Society and Movement partners in carrying out Emergency Needs Assessments (ENA) and other humanitarian needs analysis.

For large scale emergencies, the Assessment Coordinator leads the assessment team deployed (assessment cell, composed by the AC, Information analyst, primary data collection and secondary data role profiles), ensuring relevant, timely and accurate multi-sectorial needs assessment results are used for operational decision making.

The assessment coordinator has a prominent coordination role for all the IFRC sectorial assessments (will support the NS ones). This role profile should also coordinate with all NS partners but also with external stakeholders, to avoid duplication and ensure synergies.

The assessment coordinator may be deployed at different stages of the operation, and if outside of the first rotation of surge they may have a focus on an in-depth multi-sector assessment for recovery.

Role (Job Requirements)

Job duties and responsibilities

1. Lead the Surge assessment team (assessment cell) and oversee the responsibilities of other team members (humanitarian information analyst, primary data collection officer and secondary data collection officer, who could be supporting remotely.
2. Manage the needs assessment process including the availability of appropriate financial, material and human resources.
3. Support National Society in coordination with stakeholders regarding Emergency Needs Assessments.
4. Support National Society in design and timeliness of the overall assessment(s) approach and capacity identification, including the balance between initial, rapid and in-depth multi-sector assessment.
5. Ensure strategy, methodologies and tools are in place to reduce impact of biases and improve quality, credibility and rigor of the needs analysis and planning phase.
6. Ensure there is strong Movement coordination with regards to the needs assessment. This should include coordination among NS Partners, coordination between geographical areas, coordination between sectors and coordination during time.
7. Discuss and validate the different tools such as analytical framework, questionnaires, survey forms, analysis plans, etc with National Society and external stakeholders.

8. Discuss and validate the findings of the assessment with key stakeholders and experts, internally and externally.
9. Support operations management and sector coordinators in scenario analysis and planning.
10. Ensure that reports are accurate, comprehensible, clear and simple.
11. Look for potential risks or harm or opportunities regarding Leading Emergency Assessment & Planning process and outputs.
12. Represent the assessment team at in-country task force, assessment working groups or assessment coordination platform set up.
13. Ensure NS engagement in the needs assessment process, contributing to strengthening NS capacity at all levels from strategic to daily operational.
14. Share the result of the analysis information NS and partners and whenever possible share the information with external to avoid duplications.
15. Ensure lessons learnt are captured and feed into country and global level guidance or assessment preparedness activities

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 higher education, preferably in management, social sciences or international development or demonstrated equivalent humanitarian related experience.	⊙	
BTC, IMPACT, ERU, RDRT, CAP Training or equivalent experience	⊙	
IFRC Emergency Needs Assessments and Planning (ENAP) training or relevant Inter Agency Needs Assessments related training	⊙	
IFRC Humanitarian Information Analysis Course (HIAC) or relevant Inter Agency analysis related training	⊙	
Emergency Team Leader training or equivalent experience		⊙
Experience	Required	Preferred
At least eight years of experience in humanitarian emergencies with increasing levels of management responsibility and extensive overseas experience (at least 3 years in the humanitarian field context).	⊙	
At least three years of management experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.	⊙	
Extensive experience in undertaking and managing complex, large scale humanitarian needs assessments.	⊙	
At least 3 years of experience working for the Red Cross Red Crescent Movement		⊙
Extensive experience in representational roles, including engagement with RCRC coordination mechanisms, IASC Cluster system, government officials, local civil society, donors.	⊙	
Experience managing, training, mentoring and supporting staff.	⊙	
Knowledge & Skills	Required	Preferred
Proven skills in drafting compelling communications content for a variety of communications channels	⊙	
Ability to work under pressure, manage people, organize multiple, simultaneous tasks, and deliver results within a specified timeframe	⊙	
Ability to analyse the overall humanitarian situation, develop programme strategy and project concepts	⊙	
Proven interpersonal and negotiating skills. Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment.	⊙	
Basic understanding of social statistics	⊙	
Full understanding of RCRC Movement and inter agency coordination mechanisms	⊙	
Familiarity with current standards and guidelines for humanitarian emergency response, including Sphere.	⊙	
High level of familiarity with assessment tools and processes	⊙	
Emergency programming and operational management skills	⊙	
Understanding emergency IFRC planning mechanisms and outputs (Emergency Appeal, Emergency Plan of Action & Operation update)	⊙	
Understanding of the principles of emergency preparedness, response and early recovery.	⊙	

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	Tier 3
Needs assessments & planning in emergencies			⊙
Assessment design & planning			⊙
Data collection, management and protection		⊙	
Analysis (including joint and coordinated processes)			⊙
Reporting and dissemination			⊙

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