



## Rapid Response Role Profile

Job Title	Shelter Programme 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 Shelter Programme 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 Shelter Programme Coordinator, under the direction of the operational leadership, will work in collaboration with the National Society, IFRC personnel, other Movement Partners, National and International Humanitarian Organizations, local authorities and affected communities within the mandate of the Movement in order to:

Coordinate the Shelter and Settlements strategic planning from relief to recovery, program development and implementation. Oversee and coordinate all activities including defining and implementing Shelter and Settlements programs with particular attention to: design, specifications, safer building promotion, supervision and Housing Land and Property. With the aim that the Shelter and Settlements components ensure joint and integrated programming that builds upon community capacities, quality and accountability to beneficiaries, maximizing local capacities and livelihood opportunities whilst reducing shelter and settlement related risks and vulnerabilities.

## Role (Job Requirements)

### Job duties and responsibilities

1. Work with the operations team and engage with the National Society at all levels, to determine the design, planning and implementation of the shelter intervention to provide adequate assistance (considering the most relevant assistance options and implementing modalities) in affected areas while supporting the National Society to integrate and complement any ongoing long-term National Society programmes.
2. Advocate for integrated programming and design the shelter response intervention through the lens of the settlement approach (in close collaboration with other sectors and National Society areas of focus) considering urban and rural context and incorporating long-term planning for settlement interventions where infrastructure, community facilities and residential areas should be integrated.
3. Contribute to operational assessments and risk analysis by leading the section related with the shelter intervention (analysis of needs, assistance options and related implementing modalities) and the development of related mitigation measures.
4. Develop the design of shelter and settlements interventions (emergency, transitional and/or durable shelter solutions together with site planning when appropriate) in compliance with local, national and/or international standards (considering integration of disability access and general consideration on Protection, Gender and Inclusion, etc) and Building Regulations as required.
5. Develop Shelter programme scheduling, coordinate implementation of activities and define a Management Assurance

System (Quality Control of works and specifications: materials and scheduling). Ensure regular monitoring and required evaluation. Establish detailed review of plans to schedule deliverables and estimated costs ensuring works schedules are adhered to and performance guarantees are in place when required. Produce regular, timely and accurate narrative and financial reports as required.

6. Oversee the effective delivery to the targeted affected population of shelter assistance (emergency and recovery) through a combination of the most relevant implementing modalities (combination of hardware and software modalities). Develop technical specifications, guidelines and Information, Education and Communication awareness materials to enhance the capacity of affected population.
7. Analyse the context in relation with House, Land and Property issues and related security of tenure and develop strategies to address any foreseen issues that could hamper the humanitarian assistance response and recovery processes.
8. Develop the Human Resource plan for the shelter intervention, manage and support local staff as appropriate. Oversee the capacity enhancement on shelter programming of shelter National Society staff and volunteers, through training, on-the-job coaching and / or mentoring.
9. Develop tender processes and contract administration for construction services (evaluation, design, construction, supervision, site management...) in accordance with IFRC/National Society standard procedures and existing regulations in country. Ensure that correct permits and licenses are obtained when required.
10. Engage with existing Inter-agency Shelter Coordination mechanisms at national / regional / hub level as required for the development of the sectoral strategy as well as reporting on the IFRC shelter intervention. Ensure appropriate coordination and / or cooperation with all involved stakeholders working in the same area, focussing on consistency for any assistance provided.

#### 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
Degree (dependent on type and content of qualification) or equivalent professional qualification in Structural/Civil Engineering, Architecture, Urban Planning, Construction Management or related technical field of the building environment	⊙	
IFRC Shelter Technical Training- "Shelter & Settlements in Emergencies, Natural Disasters" and/or Shelter programme operation training at regional/country level (or equivalent experience)	⊙	
Basic Delegated Training Course or IMPACT (or equivalent experience)	⊙	
CAP (Coordination Assessment and Planning), FACT, ERU or RDRT Training (or equivalent experience)	⊙	
Experience	Required	Preferred
At least 7 years of experience working in Shelter and Settlements/building environment (commercial practice and/or humanitarian/development context)	⊙	
Experience in working within complex responses with sector independence within a larger multi-sector response team.	⊙	
Experience of internal Red Cross Movement and External Stakeholder relationships.	⊙	
Experience in emergency response with early recovery / recovery transition planning.	⊙	
Experience in drafting Plans of Action / Strategies.	⊙	
Knowledge & Skills	Required	Preferred
Ability to independently deliver a range of Shelter and Settlements operational and coordination / representation and advocacy roles within a Surge response.	⊙	

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
S&S Humanitarian context			⊙
Shelter design, Specification, BOQ and Built Environment Regulation.			⊙
Settlement Planning			⊙
Technical Supervision / Construction Management			⊙
Safer Building promotion/Technical Assistance			⊙
HLP/ Security of Tenure			⊙
Management of communal displacement settlements scenarios	⊙		
Feasibility Study of Shelter and Settlement interventions		⊙	
Contract Management		⊙	
Operational Coordination, Cooperation, Networking and Partnership			⊙

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:		