GENERIC JOB PROFILE

I. Post Information	
Job Title: Emergency Specialist (System Strengthening) **Supervisor Title/ Level:** Deputy Representative Programme, P-5 **Organizational Unit:** Mexico Country Office	**Job Level: Level 3** **Job Profile No:_60000628** **CCOG Code: 1S** **Functional Code: EME** **Job Classification Level:____**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

Mexico's humanitarian context is shaped by the convergence of large-scale mixed migration, organized and armed violence, and recurrent climate-related disasters. As a country of origin, transit, destination and return for migrants and asylum seekers from across the Americas and beyond, Mexico is home to a large and growing number of children on the move who face heightened risks of family separation, exploitation, trafficking and prolonged disruption to their access to health, education and protection services. At the same time, communities in several regions of the country are affected by organized crime and armed violence, exposing children to displacement, recruitment and severe psychosocial harm, while Mexico's exposure to hurricanes, earthquakes and other climate-related hazards places additional children at risk each year, as part of a regional caseload of several million children across Latin America and the Caribbean projected to need humanitarian assistance in 2026.

Responding to needs of this scale and complexity requires strong, consistent humanitarian leadership within the United Nations system, to ensure coherent inter-agency coordination and the

consistent application of humanitarian principles and UNICEF's Core Commitments for Children in Humanitarian Action, and close support to the Government of Mexico, to strengthen national systems, protocols and institutions rather than substitute for them.

In Mexico, UNICEF's humanitarian approach is anchored in system strengthening with the aim to enhance the capacity of government institutions at both federal and state levels to anticipate, prepare for, and respond effectively to emergencies affecting children. UNICEF's role in this context is therefore not only to deliver direct assistance to the most excluded children and families, but to help lead and sustain a coherent, principled humanitarian response, and to accompany the Government in building the long-term capacity needed to prevent, prepare for and respond to future crises. **Purpose for the job**:

Under the guidance and supervision of the Deputy Representative Programme (P-5), the Emergency Specialist establishes and implements country office emergency preparedness and response. He/She is responsible for the development, planning, implementation, monitoring and evaluation of the emergency interventions to ensure the survival and well-being of children and mothers, and the affected communities in an emergency.

The Emergency Specialist acts as the Country Office's focal point on emergency preparedness and response, working horizontally across sections, and represents UNICEF, as delegated, in inter-agency humanitarian coordination mechanisms including the UNETE that is co-coordinated by UNICEF and UNDP, and relevant sectoral coordination groups as well as in support of the Government of Mexico's national emergency preparedness and response systems and institutions.

The Emergency Specialist is central to system strengthening approach, working directly with national and subnational counterparts to strengthen their preparedness and response systems, protocols and institutional capacities, so that gains are sustained and owned by the Government beyond the life of any single response.

III. Key functions, accountabilities and related duties/tasks

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

Emergency Preparedness

1. Adopts adequate emergency preparedness measures through the development and updating of country contingency plans and establishment of early warning mechanisms, to ensure effective preparedness and response to specific emergencies.

2. Participates in the formulation and development of plans of action in preparation and response to emergencies, monitors compliance of all sectors with emergency plans of action, including financial resources. Ensures coordination of the management of emergency preparedness and response.

3. Provides technical advice related to emergency preparedness and response, including on

programme management related issues. Provides advice to the country office in the implementation of emergency preparedness measures in the field to strengthen preparedness and response mechanisms in the country faced with impending emergencies.

4. Develops and maintains databases on country/regional information, and ensure the flow of information and communication crucial for the planning and implementation of emergency preparedness and response management. Identifies availability of resources in emergency prone areas and establish logistics plans to be implemented during an emergency operation, to ensure a timely and effective emergency response.

5. Plans, organizes and conducts training for the office's staff capacity building in emergencies preparedness and response. Assists in developing and conducting emergency training courses. Provides training and/or briefing, as required. Participates in other emergency training workshops in the region, and builds up the emergency preparedness and response capability of UNICEF staff as well as implementing partners.

Emergency Response

6. In the event of an emergency, takes prompt action as a member of the Emergency Response Team which is deployed immediately to establish UNICEF's presence and implement the initial operational tasks relating to emergency assistance. Immediately verifies the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Ensures that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. In coordination with the programme and operations groups, establishes contact with all UNICEF staff, their dependants and visitors to ensure their safety and whereabouts, and informs OPSCEN and the Regional Director of their status.

7. Participates and assists with assessment of local emergency and security situation affecting children and mothers in the locality, in conjunction with the Regional Office, the HQ Divisions, and field staff. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children and its impact on the community. Assesses the validity of the office preparedness plan and ability of the office *vis-à-vis* the current crisis as well as immediate and additional needs. Determines corporate priorities and an appropriate intervention (supply procurement, fund-raising and staff development) by UNICEF. Coordinates with other partners to make a rapid assessment covering priority areas as defined by the Core Commitment for Children in Emergencies. Establishes contact with community groups, government, UN agencies, media and other partners to keep abreast of emergency situations.

8. Applies the emergency preparedness and response plan as necessary, and identifies urgent staffing requirements and redeploys country office staff as required. Executes the timely delivery of assistance and procurement of supplies, monitors the appropriate and effective use of UNICEF resources/inputs. Iidentifies problems and constraints in order to ensure effective project delivery. Certifies the disbursement of funds, monitors expenditures and submits financial status reports. Sets up a reporting system and sends daily situation reports to concerned parties.

Emergency Project

9. Participates in the implementation of plans of action and workplans for emergency projects. Implements and manages project activities. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Makes technical decisions on project administration (e.g., activates, requests or reprogrammes allocation of emergency funds). Prepares inputs for appeals and updates related to emergencies. Works with program sections and senior management to mobilize donor response and recovery/rehabilitation-related funding, including annual or multi-annual humanitarian appeals and documents (e.g., pitch documents). Communicates and advocates on the situation and needs of children through local and international media, as appropriate.

10. Identifies longer-term requirements of the emergency operation/interventions. Proposes a more regular operational and staffing structure to take over from the Emergency Response Team.

11. Maintains continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies, NGOs, donors and allies to appeal for aid for children and

women with special needs resulting from the emergency situation requiring an effective emergency response in all sectors. Identifies implementing/operational partners and establishes implementing arrangements. Ensures that the UNICEF support is effectively provided to the government with respect to sectoral coordination within the framework of the cluster approach and based on the Core Commitment for Children.

12. Participates in all humanitarian and recovery related forum and keeps management informed of all humanitarian developments in the country in terms of policies, strategy, situation developments, potential threats and opportunities/issues in partnership.

13. Promotes that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Prepares sectoral input for the country programme documents, plan of action, annual work plans, and all related documents of the office's Emergency Preparedness and Response. Contributes towards the preparation of the Situation Analysis and the Country Programme Document.

System Strengthening

14. Provides technical advice and support to national counterparts, including the Coordinación Nacional de Protección Civil and the Sistema Nacional de Protección Civil (SINAPROC), to strengthen federal emergency preparedness and response systems, ensuring the integration of child rights and child protection standards into national disaster risk management policies, plans and protocols.

15. Establishes and maintains strategic partnerships with state-level Civil Protection units (Unidades Estatales de Protección Civil) and other relevant state government counterparts in priority/high-risk states, to strengthen their institutional capacity for emergency preparedness, early warning and response, including through joint simulation exercises, technical guidance and targeted training.

16. Supports the strengthening of government-led early warning, risk information and supply pre-positioning systems (e.g. federal and state warehousing and logistics mechanisms) to enhance national and sub-national ownership and sustainability of emergency preparedness and response capacities.

17. Promotes the institutionalization of emergency preparedness and response standard operating procedures with a child-lens view, contingency plans and inter-institutional coordination mechanisms within federal and state government structures, ensuring their alignment with UNICEF's Core Commitments for Children in Humanitarian Action.

18. Provides technical assistance to federal line ministries and their state-level counterparts (e.g. health, education, child protection, social protection, water and sanitation) to strengthen sector-specific emergency preparedness and response capacities, and to mainstream disaster risk reduction and child-centred approaches into their policies, normative frameworks and operational plans.

IV. Impact of Results

1. Emergency preparedness is effectively arranged together with the establishment of country contingency plans and early warning mechanisms.
2. Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
3. Emergency plans of action are developed, and compliance and coordination of all sectors with the plans are implemented.
4. Technical advice on emergencies and programme management related to implementation of emergency preparedness measures are effectively provided.

5. Emergency preparedness and response, and a consistent flow of information of the humanitarian situation are effectively coordinated within the office.

6. Substantive improvements are made in the emergency preparedness and response capability of UNICEF staff and implementing partners through conduct of effective training activities.

7. In the event of an emergency, UNICEF's presence is promptly established and the initial emergency operational tasks are effectively executed, including provision of support for information communication technology, telecommunications facility and all staff security related assistance in the country office.

8. Needs assessment is effectively conducted to determine priorities and an appropriate intervention by UNICEF based on the local emergency situation affecting children, their families and community.

9. Timely delivery of assistance and supplies is provided, urgent staffing requirements are identified, and the appropriate use of UNICEF resources is monitored for effective project delivery.

10. Emergency appeals and project proposals are prepared, and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding.

11. Longer-term requirements of the emergency operation/interventions are determined to build a regular operational and staffing structure.

12. Continuous, effective and strategic coordination, communication, consultation and liaison are maintained with Government, UN agencies, NGOs, donors and allies in support of the special needs of children and women affected by emergency situations within the framework of the cluster approach and based on the Core Commitment for Children.

13. Management is kept informed of humanitarian developments in relevant policies, situation developments, potential threats and opportunities/issues in the country.

14. Timely delivery of assistance and supplies is maintained, urgent staffing requirements are identified, and the appropriate and effective use of UNICEF resources is monitored for effective project delivery.

15. Substantive input and assistance are provided in the implementation of emergency plans of action, workplans, emergency appeals, and in the mobilization of donor response and recovery/rehabilitation-related funding.

16. Lessons learnt from UNICEF's emergency operations experience are collected and analysed for adoption of the best practices and standards for longer-term emergency interventions. Longer-term requirements of the emergency operation/interventions are effectively identified.

17. Ensures that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Sectoral input is provided for all related documents of the office’s Emergency Preparedness and Response, as well as for the Situation Analysis and the Country Programme Document.

18. Federal disaster risk management policies, plans and protocols (e.g. through SINAPROC and the Coordinación Nacional de Protección Civil) are strengthened and effectively integrate child rights and child protection standards.

19. Institutional capacity of state-level Civil Protection units in priority and high-risk states is strengthened for emergency preparedness, early warning and response, including through joint simulation exercises and technical guidance.

Emergency preparedness and response standard operating procedures, contingency plans and inter-institutional coordination mechanisms are institutionalized within federal and state government structures and aligned with UNICEF's Core Commitments for Children in Humanitarian Action.

20. Sector-specific emergency preparedness and response capacities of federal line ministries and their state-level counterparts are strengthened, with disaster risk reduction and child-centred approaches mainstreamed into sectoral policies and operational plans.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities)

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

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Technical Knowledge[1]

a) Specific Technical Knowledge Required (for the job)
(Technical knowledge requirements specific to the job can be added here as required.)

- UNICEF policies and strategy to address on national and international emergency issues, particularly relating to conflicts, natural disasters, and recovery.
- Knowledge of global humanitarian issues, specifically relating to children and women, and the current UNCEF position and approaches.
- Knowledge of UN humanitarian reform principles, international humanitarian laws.
- Knowledge of the principle of gender parity and equality.

b) Common Technical Knowledge Required (for the job group)

- The UNICEF mission statement; UNICEF Board policy papers and decisions.
- The Core Commitments for Children in Emergencies.
- The Convention on the Rights of the Child; Convention on the Elimination of All forms of Discrimination against Women.
- EMOPS Technical Notes, EMOPS Emergency Field Book.
- UNICEF Program Manuals, policy guidelines, ExDirs, PROs; Country Programme documentation.
- UNICEF personnel, financial, supply and administrative rules, regulations and manuals.
- National development plans and policies; Guidelines and manuals from NGO/donor partners.
- Annual work plan.
- UNDAF; The UN Humanitarian Reform; IASC documents, guidelines and materials on UN Humanitarian Reform and the cluster approach.
- Information & Communications Technology literacy, including skills and knowledge of office system applications, LAN, internet navigation, telecommunications, and data analysis.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN security operations and guidelines.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields.
- UN policies and strategy to address international humanitarian/emergency issues and response.
- UN common approaches to programmatic issues and UNICEF positions in international developing cooperation.
- Current knowledge of development issues and social programming in international development cooperation context.

VI. Recruitment Qualifications

[1] Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

Education:	Advanced University degree (master's degree), preferably, in one of the following fields: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.
Experience:	• Minimum five years of progressively responsible professional work experience in emergency preparedness and response, disaster risk management, humanitarian action, resilience, or a closely related field • . ○ Two years of additional relevant work experience that was gained after obtaining a bachelor's degree may be accepted in lieu of the advanced degree (master's degree). • Experience in strengthening institutional or government capacities for emergency preparedness and response, including through technical assistance, planning, coordination, or capacity development, is required. • Relevant experience working with government institutions, United Nations agencies, civil society organizations, or other humanitarian and development partners is an asset. • Field experience in emergency preparedness or response is an asset. • • Specialized training/experience in UNICEF´s emergency response management highly desirable.
Language Requirements:	Fluency in Spanish and English is required.
Skills required:	• Emergency preparedness and response • Disaster risk management • Government system strengthening • Humanitarian coordination • Programme management and reporting • Partnerships and communication

VII. Child Safeguarding

(Please respond with Yes or No)	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	No
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	Yes
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	Yes