# SPECIFIC JOB PROFILE

## I. Post Information

**POST NUMBER/ CASE NUMBER:** APR26036
**POST/CASE NUMBER OF SUPERVISOR:** Regional Emergency Manager
**REASON FOR CLASSIFICATION:** New post creation
**REGION/DIVISION:** Asia and Pacific Region
**COUNTRY:** Thailand
**DUTY STATION:** Bangkok
**OFFICE:** Regional Office
**SECTION:** Emergency
**UNIT:**

**CATEGORY:** IP
**PROPOSED LEVEL:** P-3
**JOB TITLE:** Emergency Specialist (Coordination)
**Functional Code:**
**ICSC CCOG Code:**

## II. Strategic Office Context and Purpose for the job

UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights - especially the most disadvantaged.

**Strategic office context:**

The Asia and Pacific Regional Office (APRO) works to strengthen systems and capacities to support regional, national and subnational disaster risk reduction, preparedness and response.

APRO aims to support regional bodies, national authorities and country offices to sustainably lead humanitarian efforts through four flagship areas:

- Continue lifesaving support to conflict, public health, geological and climate-induced emergencies
- Boost preparedness across UNICEF, governments, and CSOs.
- Strengthen NDMA systems to integrate child-focused Disaster Management
- Promote localization and inclusive partnerships for marginalized children

**Purpose for the job:**

Under the guidance and supervision of the Regional Emergency Manager, the post holder will:

- Provide support to COs to engage with National Disaster Management Agencies to integrate child-sensitive Disaster Management into policies and systems
- Support regional level inter-agency coordination on national systems strengthening systems
- Support coordination with COEs on sectoral systems strengthening
- Develop and support COs to implement EPR capacity building for NDMAs / subnational DMAs and for private sector
- Support the development and rollout of regional programme on private sector engagement in disaster response, risk management and resilience building

**III. Key functions, accountabilities, and related duties/tasks:**

**Emergency Preparedness and Resilience Building**

**1.** Organizes capacity strengthening initiatives to boost CO staff knowledge, capacities and skills to promote systems-approach to preparedness including multi-hazard risk analysis, anticipatory action and early warning mechanisms.

**2.** Provides technical to country offices on preparedness actions, particularly focusing on the sectoral policies, strategies and plans and contributing to the longer-term resilience building and national systems strengthening;

**3.** Provides technical support to country offices and government counterparts to strengthen child-sensitive disaster risk financing as an integral component of shock component of shock responsive systems, including preparedness/contingency funding, risk financing etc.

**4.** Provides technical support and guidance to country offices in developing/updating risk models and scenarios, and translating risk analysis and early warning information into preparedness measures and anticipatory action with predefined triggers to strengthen resilience building efforts, including sharing and sharpening analyses in collaboration with regional disaster management partners

**Child-sensitive shock responsive systems**

5. Extends technical guidance and support to country offices to engage with national disaster management authorities and sectoral line ministries in promoting a systems approach to preparedness and disaster risk management.

6. Design and implement regional capacity building initiatives on preparedness and disaster risk management, including developing, testing and rolling out tailored training and simulation exercises for national disaster management authorities, sectoral ministries, and other partners. This also involves sharing good practices, lessons learnt and case studies.

7. Supports country offices to assess the capacity of national and local disaster risk management systems and facilitate support to translate findings into prioritized and costed actions to strengthen child-sensitive shock responsive systems in coordination with disaster management agencies and sectoral line ministries in close collaboration with COEs.

8. Serve as the focal point for conducting and maintaining dynamic child-centered, subnational risk analysis to enable evidence-based preparedness and DRR actions that systematically address risks for children and other vulnerable groups

9. In times of emergency response, provides active support to country offices in better integrating build-back-better approaches into national emergency response plans, with linkages to the post-disaster assessments and recovery.

**Partnership building**

10. Maintains a strategic overview of public and private sector partnerships for strengthened humanitarian action and disaster risk management, including opportunities for resource mobilization, in line with the CO programme preparedness priorities and needs.

11. Provides technical support to country offices in identifying, developing, and implementing operational partnerships for strengthened preparedness and disaster management, in line with UNICEF's CCCs and Cluster accountabilities.

12. Identifies, develops, and implements strategic partnerships with regional inter-governmental organizations, UN Agencies, IFIs, NGOs and other partners to promote child-centered humanitarian action and resilience building including disaster risk financing. This involves contributing to the development of regional partnership agreements for enhanced collaboration aligned to IASC frameworks and Sendai Framework.

13. Supports expansion of engagement with private sector partners around child-centered preparedness and disaster risk management, including chambers of commerce, business networks and companies.

14. Performs any other duties and responsibilities assigned as needed. Provides quality services to beneficiaries in a timely and cost-effective manner by performing additional duties and responsibilities assigned in conformance with the policy, standards, rules, and regulations.

## IV. Impact of Results

This position is a critical element to UNICEF, ensuring every child is protected and survives emergencies wherever they are. By ensuring our partners, in particular government, NGO, and the private sector are driven by child centered coordination in times of emergency will ensure more children are safe and secure during emergencies.

## 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 without Supervisory Responsibilities**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

| **VI. Recruitment Qualifications** | |
|---|---|
| Education: | Advanced University degree 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: | • Five years of progressively responsible professional work experience at the national and international levels in emergency programme/project development, planning, implementation, monitoring, evaluation, and administration.<br>• Experience working with government institutions, national disaster management authorities, UN agencies, civil society and other national and local partners to advance child-sensitive emergency preparedness, disaster risk reduction, anticipatory action and resilience approaches is required.<br>• Experience in partnership development and resource mobilization for emergency preparedness, anticipatory action and resilience programming is desirable.<br>• Specialized training/experience in emergency response management is highly desirable.<br>• Experience in Asia and the Pacific is highly desirable<br>• Functional areas: Emergency |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset. Knowledge of a language spoken in Asia and the Pacific is highly desirable |

| **VII. Child Safeguarding** | |
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| 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 INCUMBENT 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 |