GENERIC JOB PROFILE

I. Post Information	
Job Title: Emergency Officer **Supervisor Title/ Level:** Chief Field Operations/ Senior Emergency Specialist **Organizational Unit:** Field (Country) Office	**Job Level: P/L1; NOA** **Job Profile No:_60000626** **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.

The Gaza Strip continues to face a complex and protracted humanitarian emergency characterized by widespread displacement, extensive damage to civilian infrastructure, disruption of essential services, severe humanitarian access restrictions and significant protection risks affecting children and their families.
UNICEF's emergency response in Gaza requires continuous field-level coordination, timely identification and analysis of emerging humanitarian needs, rapid operational adjustments and close collaboration with programme sections, implementing partners, UN agencies and relevant humanitarian coordination mechanisms.
Within this context, the Emergency Officer supports UNICEF's Gaza emergency operations, with particular emphasis on operational coordination, field monitoring, emergency preparedness, rapid response and the effective delivery of humanitarian assistance to vulnerable and crisis-affected children and families.

Job organizational context: The (post's title) GJP is to be used in small to medium size Country

Offices (CO) reporting to the (post's title), or in a large country office reporting to a higher-level professional (post's title).

Purpose for the job:
Under the supervision of the Emergency Specialist, the Emergency Officer provides technical and operational support to the planning, coordination, implementation and monitoring of UNICEF's emergency preparedness and response activities in the Gaza Strip.
The incumbent supports the identification of emerging humanitarian needs, facilitates coordinated and timely emergency interventions across UNICEF programme sections, monitors operational constraints and response gaps, and contributes to effective information management and reporting. The position requires close engagement with UNICEF field teams, implementing partners, humanitarian coordination mechanisms and affected communities to support a timely, accountable and principled humanitarian response, in line with UNICEF's Core Commitments for Children in Humanitarian Action.

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 and Contingency Planning

- Support the identification and monitoring of emerging humanitarian risks in Gaza, including population displacement, conflict-related incidents, flooding, winterization needs, disease outbreaks and disruption of essential services.
- Contribute to the development and regular updating of emergency preparedness and contingency plans, in coordination with UNICEF programme sections and operational teams.

Field Assessments and Rapid Emergency Response

- Support and participate in rapid field assessments to identify urgent needs of crisis-affected children, families and communities, including newly displaced populations and underserved locations.
- Collect, verify and consolidate field information on humanitarian conditions, population movements, priority needs and existing response capacities.
- Facilitate coordination among UNICEF programme sections and implementing partners to support timely, multisectoral emergency interventions.
- Follow up on immediate response actions, including assistance delivery, operational challenges and outstanding humanitarian needs.
- Support field-level response planning and the prioritization of locations and vulnerable populations based on available assessments and identified needs.

Emergency Response Implementation and Operational Follow-up

- Support the implementation and monitoring of UNICEF's emergency response

activities across relevant programme sectors

- Work closely with programme, Supply and Logistics teams and implementing partners to facilitate the timely dispatch, delivery and distribution of humanitarian supplies.
- Monitor the implementation of emergency response plans, identifying bottlenecks, delays, coverage gaps and opportunities to strengthen operational effectiveness.
- Contribute to the consolidation of distribution plans, partner response updates and emergency assistance tracking to support coordinated delivery and minimize duplication.
- Support timely operational follow-up on emerging needs and urgent humanitarian response priorities.
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Emergency Information Management, Monitoring and Reporting

- Collect, analyze and consolidate operational information from field teams, implementing partners and programme sections to support evidence-based emergency response planning.
- Prepare regular field updates, emergency situation reports, briefing notes, response trackers and other operational reporting products.
- Track emergency response progress against agreed priorities, including locations covered, affected populations reached, assistance delivered, outstanding needs and operational constraints.
- Support the documentation of emerging humanitarian trends, field observations and operational challenges to inform response priorities and management decisions.
- Contribute to the preparation of emergency updates, humanitarian appeals and donor reporting inputs, as required.

IV. Impact of Results

1. Sound analyses are provided to identify emergency-prone situations and contribute to early warning and enhancing emergency preparedness.
2. Professional contributions are made to the formulation of emergency plans of action, contingency plans, and monitoring of compliance with plans of action.
3. Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
4. Effective analysis of available data regarding the evolving emergency situation and its implications to the operation are timely made. Supports constant flow of information and communication crucial for the planning and implementation of emergencies responses.
5. Staff training in emergencies preparedness and response is effectively supported for the enhancement of the emergency preparedness and response capability of the office.
6. In the event of an emergency, prompt support is provided to execute the initial operational tasks by collecting reliable information on the nature and scope of the emergency, ensuring effective telecommunications facility and staff security assistance, and promptly reporting the status as required.

7. Professional support is provided to establish facts and needs, support a rapid assessment, and determine priorities and an appropriate intervention by UNICEF.

8. 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.

9. 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.

10. 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.

11. 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.

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)

iii) 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)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

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 emergenc issues, particularly relating to conflicts, natural disasters, and recovery.
- 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)**]**

- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- UN security operations and guidelines.
- 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.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields.

VI. Recruitment Qualifications	
Education:	A university degree in Social Sciences, International

[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.

	Relations, Public Administration, Public Health, Humanitarian Studies, Development Studies, Business Administration, or another relevant discipline is required. Additional training or certification in humanitarian emergency response, emergency preparedness, humanitarian coordination, disaster risk management, or related fields is an asset.
Experience:	Minimum One year of relevant professional work experience at the national or international level in programme/project development, planning, implementation, monitoring, evaluation or administration. Developing country work experience (for IP) or field work experience (for NO). Training/experience in emergency response management highly desirable.
Language Requirements:	Fluency in Arabic and English is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.

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?:	No
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:	No