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UNICEF Eritrea

TERMS OF REFERENCE FOR EMERGENCY SURGE SUPPORT

Position: Emergency Specialist P3
Duration: 364days
Location: Asmara, Eritrea
Reporting to: Deputy Representative - Program

Background:

Eritrea continues to face a complex humanitarian situation driven by the combined effects of climate change, economic vulnerabilities, and growing instability across the Horn of Africa. The country remains highly exposed to recurrent droughts, erratic rainfall, flash floods, desert locust infestations, and other climate-related shocks that undermine livelihoods, food security, and access to essential services. Recent climate events, including El Niño-induced flooding and weather variability, have further increased the vulnerability of children and women, particularly in drought-prone regions such as the Northern Red Sea, Southern Red Sea, and parts of Anseba. These challenges continue to affect access to nutrition, healthcare, immunization, WASH, education, and child protection services, especially in remote and hard-to-reach communities.

At the same time, the regional context remains highly volatile. The ongoing conflict in Sudan and continued uncertainty in parts of Ethiopia have heightened humanitarian risks and increased pressure on already limited social services and resources. Population movements, including refugees and returnees, continue to place additional demands on host communities, increasing the need for health, nutrition, education, water, sanitation, and protection services. Given the evolving security dynamics in the region, further inflows remain a possibility, requiring sustained preparedness and response capacity.

In this context, UNICEF plays a critical role in supporting the Government through leadership and coordination of Nutrition, Health, WASH, Education, and Child Protection interventions while strengthening emergency preparedness and response systems. The coordination function has become increasingly important in ensuring timely analysis of humanitarian and political developments, preparedness planning, implementation of CERF and other humanitarian-funded projects, and effective engagement with government counterparts, UN agencies, and partners.

Furthermore, declining global humanitarian funding is creating significant challenges for sustaining critical services while needs continue to increase. This requires strengthened resource mobilization efforts, donor engagement, evidence generation, and advocacy to secure funding and maintain visibility of priority humanitarian needs. It also necessitates greater integration between humanitarian and development programming to address the root causes of vulnerability, build resilience, and ensure sustainable results for children and communities.

The office therefore requires continued staff support to coordinate humanitarian interventions, strengthen emergency preparedness, mobilize resources, advance humanitarian-development nexus programming, and respond effectively to emerging climate, humanitarian, and political developments affecting Eritrea and the wider region. This capacity remains essential to ensuring a coordinated, timely, and effective response to the evolving needs of vulnerable populations.

Duration and managerial arrangements:

The indicative duration for this Temporary appointment is 364days starting from 15 Jan 2027. The Deputy Representative Programs will supervise the incumbent.

This assignment will be based at the UNICEF Eritrea Country Office, Asmara, with possible in-country travel.

Purpose of the assignment:

The detailed objectives of the job are:

Under the direction and guidance of direct supervisor the Deputy Representative programs, coordinates overall country office emergency preparedness and response. Responsible for the development, planning, implementation, monitoring, and evaluation of the emergency interventions, including providing coordination and oversight for the Emergency Management Team (EMT), Situation Reports (SITREPs), Emergency Preparedness Platform (EPP), Basic Services Response Priorities (BSRP). He/she will also support advocacy and resource mobilization through development of strategic briefs and proposals. Overall, this position will provide coordination and support for all stages of UNICEF Eritrea's emergency and humanitarian programmes.

KEY END-RESULTS:

- Emergency preparedness is effectively arranged together with establishment of country contingency plans and early warning mechanisms in line with the country BSRP, particularly for most acute and pressing vulnerabilities of Sudanese influx, drought, and the Monkey Pox epidemic.
- Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
- Emergency plans of action are developed, and compliance and coordination of all sectors with the plans are implemented.
- Policy advice on emergencies and programme guidance related to implementation of emergency preparedness measures are effectively provided.
- Coordination and management of emergency preparedness and response and a consistent flow of information of the humanitarian situation are effectively maintained within the office.
- Significant improvements are made in the emergency preparedness and response capability of UNICEF staff and implementing partners through conduct of effective training activities.
- 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.
- Needs assessment is effectively conducted to determine priorities and an appropriate intervention by UNICEF based on the local emergency affecting children and their families and community.
- Effective assistance is provided to the Representative and Deputy Representatives in emergency program oversight and program management with clear accountabilities.
- Emergency appeals and project proposals are prepared, and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding.

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- Longer-term requirements of the emergency interventions are determined to develop a regular operational and staffing structure.
- Continuous, effective, and strategic coordination, communication, consultation, and liaison are maintained with Government, UN agencies, donors and communities in support of the special needs of children and women affected by emergency situations based on the Core Commitment for Children.
- Management is kept informed of humanitarian developments as it relates to relevant policies, situation developments, potential threats, and opportunities/issues in the country.
- Emergency preparedness and response strategies are mainstreamed in the country office's workplans. Sectoral input is provided for all related documents for the office's Emergency Preparedness and Response.

KEY ACCOUNTABILITIES and 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:

- Leading the four-step preparedness planning process every year at the time of the work planning using the Emergency Preparedness Platform (EPP) and/or Basic Service Response Plan (BSRP), to prepare to respond to the priority risks, particularly for most acute and pressing vulnerabilities of Sudanese influx, drought, and the Monkey Pox epidemic, in the country in a timely and effective manner.
- Monitoring contextual risks regularly, at least every six months, in the EPP to identify changes in the country risk profile.
- Capacity building on preparedness with the inter-agency and government partners and pursuing the inclusion of risk analysis and preparedness—within risk-informed programming into SITAN, CPD, work plans and annual management plans (AMPs).
- Implementing and monitoring UNICEF's preparedness actions as part of the work plan and annual management plan to achieve the established results,
- Ensures that adequate emergency preparedness measures are taken through the development and updating of country contingency plans and establishment of early warning mechanisms, which leads to more effective preparedness and response to specific emergencies.
- Participates in the formulation and development of plans of action in preparation and response to emergencies, and monitors compliance of all sectors with emergency plans of action, including financial resources. Ensures coordination of the management of emergency preparedness and response.
- Provides policy and program advice related to emergencies, including on management related issues. Provides direction and guidance to the country office in the implementation of emergency preparedness measures, which strengthens preparedness and response mechanisms in the country faced with impending emergencies.
- Develops and maintains databases on country/regional information and ensures the flow of information and communication crucial for the planning and implementation of emergencies. Identifies availability of resources in emergency prone areas and establishes logistics plans to

be implemented during an emergency operation, to ensure a timely and effective emergency response.

- Assists in developing and conducting emergency training courses specifically designed for Emergency Response Teams; participates in these courses with the Team and participates in other emergency training workshops in the region, leading to build-up in the emergency preparedness and response capability of UNICEF staff and implementing partners. Plans, organizes and conducts training for the office's staff capacity building in emergencies preparedness and response.

Emergency Response

- Lead the coordination of UNICEFs Eritrea's response to current crises including the Sundanese influx and drought, in collaboration with UNOCHA and UN agencies, to ensure the delivery of a multisectoral response addressing the immediate needs and vulnerabilities of women children and families of affected communities in alignment with the Core Commitments to Children (CCCs).
- In the event of an emergency, takes prompt action as Team Leader or 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. Ensures that the office is provided with effective telecommunications facility and security assistance for the staff in an emergency, as necessary. In coordination with the programme and operations groups, establishes contact with all UNICEF staff and their dependents and visitors to ensure their safety and whereabouts, and informs OPSCEN and the Regional Director of their status.
- Assesses local conditions resulting from the emergency affecting children and their families in the country. Leads and/or participates in needs assessment missions in conjunction with the Country Office, and the Regional Office team, in order to determine priorities and an appropriate intervention by UNICEF. Participates in UN Country team emergency response and contributes to assessing the crisis and humanitarian situation in the country with special regard to the survival, protection and wellbeing of children, adolescents, and women.
- Assists the Deputy Representative in emergency operations oversight and program management to ensure that the funding, budget, management, reporting, and field presence coordination are managed efficiently and effectively with clear accountabilities.

Emergency Systems Strengthening

- Prepares inputs for appeals and updates related to emergencies as well as project proposals for emergency. 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.
- Establishes longer-term requirements of the emergency operation/interventions. Plans and develops a more regular operational and staffing structure to take over from the Emergency Response Team.
- Maintains continuous, effective, and strategic coordination, communication, consultation and liaison with Government, UN agencies, donors, and allies to appeal for aid for children and women with the special needs resulting from emergency situations requiring effective emergency responses 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 CCCs.

- Represents UNICEF in all humanitarian and recovery related forum at the strategic level 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.
- Ensures 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 workplans, 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.

Qualifications of Successful Candidate:

- Advanced University degree in one of the following fields: social sciences, public administration, law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.
- UNICEF experience in Emergency context.
- Specialized training/experience in emergency response management highly desirable.
- Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

Core Competencies required for this job:

- 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)

Authorization