



Job Title: ERT Women's Protection & Empowerment Coordinator

Location: Global Roving

BACKGROUND: The IRCs EPRU and Emergency Response Team (ERT)

The IRCs Emergency Preparedness and Response Unit (EPRU) leads or oversees IRCs global emergency preparedness and response activities. The mission of the EPRU is to help meet the immediate survival needs and reduce suffering in conflict or disaster affected populations during the acute phase of an emergency. The EPRU also works in protracted emergencies, where the risk to life may be reduced but the population is still subjected to rights abuses and a lack of basic services. The EPRU is also charged with enhancing the IRCs global and country level emergency preparedness capacity. The Emergency Response Team serves as the standing team of specialized professionals ready to deploy to an emergency within 72 hours.

The IRC Women's Protection & Empowerment (WPE) team of experts ensures that IRC's programs adhere to the principles of best practice in the prevention of and response to violence against women and girls. The WPE Technical Team supports 17 country programs working in partnership with communities and institutions to promote and protect women and girls' human rights and to meet the safety, health, psychosocial and justice needs of survivors of sexual and physical violence.

SCOPE OF WORK: The IRC ERT staff is expected to be deployed in the field, either in an emergency or roving capacity, for up to 75% of the time (9 months a year) and must be able to deploy to the site of an emergency within 72 hours of notification.'

Members of the Emergency Response Team are deployed to either support existing country programs in their emergency response, or to initiate a new program in the crisis zone. The overall responsibility of the team is to rapidly and effectively design, develop and manage the IRC's on-site humanitarian response to meet the immediate needs of the affected population. The ERT is also responsible for supporting the transfer of responsibilities and knowledge to the long-term staff to ensure the continuity of IRC programming and operations.

S/he is a member of the Women's Protection & Empowerment Unit and the Emergency Response and Preparedness Unit (EPRU). During emergency deployments ERT staff will work under the direction of IRC's Emergency Field Director or designated country

emergency lead. During times with no acute emergency deployment the Coordinator will report to Director of the Women's Protection & Empowerment Technical Team.

RESPONSIBILITIES:

Emergency Response

- Be prepared to be deployed within 72 hours; emergency deployments take precedence over other duties
- Ensure high quality and timely assessments of the humanitarian needs and provide prioritized recommendations for program interventions to the ERT Field Director/emergency lead
- Design program responses and strategy, including geographic areas of intervention, in coordination with internal and external actors
- Draft technical proposals and budgets for international donors, work in close collaboration with IRC grants and finance staff to finalize proposals and respond to any requests for additional information
- Manage grant/program implementation including staff recruitment and training, work plan development, procurement and inventory planning, and budget management
- Prepare high quality and timely donor and management reports on grants and sector activities
- Select and implement appropriate monitoring systems ; ensure consistent reporting and analysis of results to enhance program effectiveness and quality
- Ensure compliance with IRC policy and procedures throughout the program tea and activities
- Represent and coordinate with other agencies, local government , donors and other stakeholders to promote deliver of best practice humanitarian assistance
- Support media and communications activities as requested by the ERT Field Director/CD/in-county emergency lead
- Provide a comprehensive handover to successor, including ensuring transfer of all related documentation, program monitoring data and staff performance information

Emergency Preparedness

- Work with EPRU staff and HQ program technical staff to develop emergency preparedness and response strategies and tools
- Work with country programs to implement emergency preparedness and response in selected IRC countries
- Contribute to the continual development of appropriate and cost-effective contingency stocks, revising the stock list in accordance with lessons learned in the field and monitoring replenishment

Non-emergency

- Provide technical support to existing country programs remotely and through in-country visits or short-term deployments
- Assist in the development and launch of new technical policy, procedures and training materials
- Contribute to the design and implementation of emergency components of the WPE strategic plan

REQUIREMENTS:

- Bachelor in health (MPH), social work, humanities or other related subjects, or equivalent programming experience
- 3-5 years experience managing technical projects including 2 years implementing WPE programs in emergency and conflict contexts
- Superior internal and external communication and coordination capabilities and excellent team management skills
- Demonstrated ability to communicate technical expertise and standards and implement best practice approaches to implementing rapid, consistent, high quality emergency projects
- Experience managing donor funded programs and grants; including staff management, budget oversight, monitoring and evaluation systems, and technical input to proposal-budget development and donor reports

Please apply at

<http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=7585>

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