

Terms of Reference

UN Emergency Coordination Support Officer

Background

The UN system has identified the need for a standing capacity to address humanitarian risks associated with high levels of human vulnerability and the regular occurrence of natural hazards in Mozambique.

Experience from previous years suggests that Mozambique faces a situation of chronic vulnerability, which is recurrently exacerbated by disasters, such as flooding, cyclones, drought, epidemics, pest infestations and earthquakes. In this context, coordination support is required not only to act as focal point for emergencies among the UN agencies and their IASC partners (the IASC In-Country Team), but also to help address structural issues affecting disaster response preparedness in Mozambique.

The UN Disaster Management Team (UNDMT) functions as the main disaster preparedness and response coordination mechanism for the UN Country Team in Mozambique. The primary purpose of the UNDMT is to ensure a prompt, effective and concerted country-level response by the UN system in the event of a human-made or natural disaster. The team is set up to ensure coordination of the UN assistance to the Government of Mozambique for prompt and effective disaster preparedness, mitigation and response. The team also coordinates all disaster-related activities, technical advice and material assistance provided by UN agencies.

In order to streamline the emergency preparedness and response efforts of the UNCT in Mozambique, the Resident Coordinator and the UNDMT have agreed to the creation of an Emergency Coordination Support function in the Resident Coordinator's Office. The role of the Emergency Coordination Support Officer would be to act as the UNDMT secretariat, contribute to the coordination of inter-agency preparedness and response efforts, facilitate support to the Government of Mozambique for disaster preparedness, mitigation and response, and strengthen information sharing mechanisms on emergency preparedness and response in Mozambique. The Emergency Coordination Support Officer would also contribute to strengthening the linkages between disaster preparedness, risk mitigation and response and overall vulnerability reduction in the Mozambique context.

Duties and Responsibilities

Under the direct supervision of the Resident Coordinator, and with guidance of the UNDMT Chair, the duties of the Emergency Coordination Support Officer include, but are not limited to, the following tasks:

UNDMT Secretariat

- § Act as the secretariat of the UN Disaster Management Team and the UN Disaster Management Technical Working Group; organize UNDMT WG meetings, prepare notes for the record and monitor appropriate follow-up by member agencies on action points.
- § Inform the RC and UNDMT Chair of emerging developments requiring a UNDMT response; advise on the need for extraordinary UNDMT WG meetings to address emerging issues.
- § Advise RC and UNDMT Chair on emergency related issues that should be raised in other inter-agency or governmental *fora*.
- § Support the RC and the UNDMT by monitoring and reporting on Early Warning indicators that could impact disaster preparedness, mitigation and response in Mozambique.
- § Keep abreast of the development of the Triple Threat (food insecurity, HIV/AIDS and weakened governance capacity) in the Southern Africa region, and alert RC and UNDMT to developments with implications for Mozambique.

Inter-Agency Preparedness and Response

- § Facilitate and coordinate the preparation, implementation and updating of UNCT emergency preparedness and response plans, including the UN EPRP and the UN Avian Flu Contingency Plan. Liaise with UNDMT member agencies to ensure that activities set out in preparedness and response plans are completed.

- § Serve as UNCT/UNDMT focal point for cooperation within the IASC In-Country Team, and with other humanitarian national and international humanitarian actors present in Mozambique and the region.
- § Represent the IASC In-Country team on the national Vulnerability Assessment Committee (VAC).
- § Coordinate IASC In-Country Team efforts such as the Self Assessment for Natural Disaster Response Preparedness.
- § Help coordinate and organize UNCT and IASC In-Country Team emergency rapid assessments in the event of a crisis.
- § Arrange for the provision of consistent and coherent operational support and technical assistance to inter-agency disaster response mechanisms such as the UN Disaster Assessment and Coordination (UNDAC) Team.
- § Facilitate the development of IASC In-Country Team strategies for addressing humanitarian needs, such as Consolidated Appeals and Flash Appeals, as required. Contribute to the compilation and development of periodic reviews and updates of UN System appeals for emergency response in Mozambique.
- § Assist the RC/HC in the implementation of the IASC Cluster Leadership Framework in Mozambique, as required.
- § Contribute to the organization and development of post-crisis stocktaking and lessons learned exercises on UNCT and IASC In-Country Team disaster preparedness and response efforts in Mozambique.

Support to the Government of Mozambique

- § Coordinate the efforts of the UNDMT to support national disaster preparedness and response arrangements, including the INGC Strategic Plan for the Prevention and Mitigation of Natural Disasters.
- § Ensure the complementarity and coherence of capacity building efforts by UN agencies to support the INGC and other Government actors, including SETSAN, with a stake in disaster preparedness, mitigation and response.
- § Support INGC in the organization of disaster preparedness, mitigation and response events – including stakeholder meetings, ministerial conferences, emergency simulations, workshops and trainings.
- § Assist the INGC in mobilizing and coordinating national and international assistance and resources to assess and respond to emergency situations in Mozambique.
- § Work with the UNDP National Disaster Reduction Advisor to help mainstream disaster risk reduction approaches in national development plans, as appropriate.

Information Sharing

- § Monitor, analyse and report on developments in Mozambique and their impact on the humanitarian situation; prepare and update regularly situation reports and briefing papers (RIACSO) on core policy issues related to disaster preparedness and response.
- § Support the INGC, the UN System and the IASC In-Country Team in the coordination of the existing information systems to consolidate and disseminate key information for emergency preparedness and response. Serve as information sharing focal point on behalf of the Mozambique UNCT and IASC In-country team with the ERC, OCHA and the IASC at the global level.
- § Act as the UNCT and IASC In-Country Team focal point for communication with regional humanitarian coordination counterparts (OCHA, SAHIMS, and IRIN).
- § In case of a disaster, act as focal point for contacts within and outside the UN system to ensure key decision makers and implementers are fully briefed on the evolving disaster situations and responses being undertaken.
- § Liaise with the UN Communication Officer in the RCO and Communications Officials in other UN agencies, on disaster -related information to be shared with media with clearance of the RC/HC.
- § Provide support, as required and in collaboration with the UN Communications Officer, to the INGC Communication and Image unit for the preparation and dissemination of key disaster preparedness and response messages.

Qualifications

- § **Education:** University degree in political science, sociology, law, international relations, or related field; or the equivalent combination of education and experience in a related area.

- § **Experience:** Minimum of eight years of progressively responsible relevant professional experience in humanitarian affairs, emergency preparedness, disaster mitigation, emergency relief management, rehabilitation, vulnerability reduction and development, or other related areas
- § **Languages:** Fluent written and spoken English and Portuguese.

Key Competencies

- § **Communication** - Effectively presents thoughts and ideas including complex technical concepts, in a clear, concise, and readily understood manner, both verbally and in writing. Listens to and acknowledges others' perspectives and views.
- § **Networking** - Builds, maintains and leverages a diverse network of contacts, strategic partnerships and alliances within the UNCT, the IASC In-Country, the Government of Mozambique, and with external partners and counterparts in NGOs.
- § **Team Leadership** - Energizes, inspires, and develops others by creating a shared vision, demonstrates model performance and professionalism, and recognizes and rewards results.
- § **Team Work** - Cooperates and works effectively with others in the pursuit of common goals.
- § **Judgement** - Makes effective, realistic, and impactful decisions based on limited information and time, logical inferences, experiences, and the consideration of implications, alternatives, and consequences.
- § **Flexibility** - Works effectively on multiple assignments simultaneously in an emergency setting and adapts to changing demands and circumstances; adaptable and ready to travel with little or short notice.
- § **Managing stress** - Performs effectively in high pressured country environment, often working beyond normal working hours, and possibly weekends.
- § **Technical:** Sound knowledge of the UN System and the Government of Mozambique, and their work in disaster preparedness, mitigation and response.
- § **Technical:** Proven experience in emergency coordination, operations and management.