



Job description

Job Title	Advisor – Disaster Management and Humanitarian Aid
Organizational Unit / Duty Station	Red Cross EU Office, Brussels
Immediate Supervisor's Title	Head of Disaster Management Unit

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network, reaching 150 million people each year through our 190 National Societies. Together, we act before, during and after disasters and health emergencies to meet the needs and improve the lives of vulnerable people. We do so with impartiality as to nationality, race, gender, religious beliefs, class and political opinions.

The Red Cross EU Office is a partnership between the 29 member National Societies of the EU and Norway and the IFRC. Founded in 1983 the office ensures the representation of National Societies and the IFRC to the EU Institutions, Brussels based international and partner organisations, and NGO networks.

Job purpose

The advisor will provide support for the Disaster Management (DM) Unit to monitor and engage with relevant EU humanitarian aid and disaster response actors in order to persuade them to act in the interest of the most vulnerable people and with full respect for the Fundamental Principles. The DM Unit evaluates EU policy and legal documents in relation to the EU disaster response, humanitarian aid, civil protection and crises management. It develops and coordinates Red Cross positions and contributions to major EU consultations, policy debates and operational issues. DM Unit has an important role in coordinating and supporting EU National Societies in accessing EU funding. In emergency situations, the DM Unit ensures a prompt exchange of information on the assessment of humanitarian disasters and possible responses from EU Red Cross National Societies and the IFRC.

Job duties and responsibilities

The Advisor will be based within the DM Unit and will contribute to the agreed Red Cross EU Office Strategy 2014-2020.

Heighten Red Cross influence on EU policy, legislation and practice

- Monitor and analyse specific DG ECHO policy initiatives - prepare written analysis and briefings for members
- Contribute to RCEU position papers as directed by the supervisor, and ensure appropriate follow-up
- Coordinate and support National Societies participation in public consultations undertaken by DG ECHO
- Represent the office in external meetings including fostering continuous and close cooperation with NGO networks e.g. VOICE
- Support and strengthen partnership particularly with desk officers responsible for the HIPs, with the UCPM and with the EU Aid Volunteers Initiative
- Facilitate the implementation of the Strategic Plan for Enhancing RC capacities and cooperation for effective engagement with EU Civil Protection Actors
- Promote, facilitate and support National Societies and IFRC participation in relevant public events/forums in Brussels

Increase EU resources for our work at home and abroad

- Facilitate coordination and dialogue between EU National Societies and IFRC with regards to DG ECHO funding opportunities (HIPs)
- Monitor and promote EU funding opportunities for RCRC humanitarian action, particularly in the field of civil protection, and inform members accordingly
- Develop relationships with ECHO counterparts as guided by supervisor
- Monitor and analyse EU funding trends and maintain statistics on ECHO funding
- Prepare and write analysis of documents, briefings, monthly reports and positions according to the needs of the DM Unit

Serve our members on EU-related issues

- Organise meetings, telephone conferences with EU National Societies and IFRC, and ensure their active follow-up
- Update the website/intranet in relation to the DM unit section
- Participate in DM meetings and events organised by the office and draft minutes of the meetings
- Provide general support for the DM Unit activities

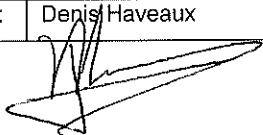
Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education	Required	Preferred
University degree in international relations, political science, or law	X	
Experience	Required	Preferred
At least 3 years of experience in disaster management - humanitarian aid and civil protection	X	
Experience of working with EU institutions in particular with DG ECHO and the European Parliament is a definite asset		X
Experience with the Red Cross/Red Crescent Movement, including time in the field and/or with a National Society	X	
Good understanding of EU processes and working mechanisms	X	
Experience/knowledge in managing and maintaining relationships with external partners.		X
Practical experiences in the field of concern (writing position paper and recommendations)		X
Knowledge and Skills	Required	Preferred
Skilled at writing reports, papers and briefings	X	
Good knowledge of EU external action policy trends, international law and the humanitarian aid sector		X
Knowledge of the Red Cross and Red Crescent Movement action in humanitarian aid and civil protection fields	X	
Able to negotiate and coordinate different positions with strong sense of diplomacy and tact	X	
Interest in advocacy and humanitarian diplomacy	X	
Good working knowledge of Word, Excel, Power Point	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X
Other languages		X
Competencies		
Professionalism		
Communications		
Teamwork		
Accountability		
Innovation		

Sign off by Line Manager

Name:	Denis Haveaux	Signature:		Date:	03 / 07 / 2018
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