

## Job Title: Disaster Management Officer

September 2018

### Background information

Founded in 1983, the Red Cross EU Office is a partnership between 29 National Red Cross Societies of the EU/EEA and the International Federation of Red Cross and Red Crescent Societies.

The Red Cross EU Office helps to coordinate relations between its members organisations and EU decision-makers and stakeholders, sharing their extensive experiences and expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people by facilitating and voicing common positions and recommendations towards the EU and its Member States. We also monitor European developments that could impact the implementation of our members' work, as well as supporting them to prepare joint proposals to access EU funding.

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### Job purpose

The officer 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.

### Key responsibilities

The DM Officer 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**

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Representing EU Red Cross Societies and the IFRC

- 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
- 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

#### **Project Management**

- Implement together with several EU National Societies and IFRC, an element of a consortia project funded under the EU Aid Volunteers initiative. Main tasks will include – develop a Red Cross manual explaining the certification procedure for the EU Aid Volunteers programme and facilitate the participation of EU National Societies in the certification process (organising workshops and trainings).

### **Candidate profile**

#### **Education**

- University degree in international relations, political science, or law

#### **Experience**

- At least 3 years of experience in disaster management – humanitarian aid and civil protection
- Experience of working with EU institutions in particular with DG ECHO and the European Parliament is a definite asset
- Experience with the Red Cross/Red Crescent Movement, including time in the field and/or with a National Society is a definite asset
- Good understanding of EU processes and working mechanisms
- Experience/knowledge in building and maintaining relationships with external partners
- Practical experiences in the field of concern (writing position paper and recommendations)

#### **Skills**

- Skilled at writing reports, papers and briefings
- Good knowledge of EU external action policy trends, international law and the humanitarian aid sector
- Knowledge of the Red Cross and Red Crescent Movement action in humanitarian aid and civil protection fields-preferred
- Able to negotiate and coordinate different positions with strong sense of diplomacy and tact
- Interest in advocacy and humanitarian diplomacy
- Good working knowledge of Word, Excel, Power Point

#### **Languages**

- Fluently spoken and written English
- Good command of another working language (French, Spanish or German)

### **Terms and Conditions**

- Two years fixed-term contract; subject to Belgian social security and taxes;
- Full time position of 38 hours per week.
- Monthly gross salary: EUR 2,700 (falls within the grade C2 category). We further offer an attractive compensation and benefits package.

### **Application procedure**

Please send your CV (max two pages) and a cover letter (max one page) in English to [HR@redcross.eu](mailto:HR@redcross.eu) by midnight CET, 2 October 2018.

The file names must include first your full name and then the job title. The email subject must include the position name only.

Only shortlisted candidates will be contacted for an interview.

The starting date will be discussed with the selected candidate.