



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

JOB CODE TITLE: Inter-Agency Early Recovery Advisor
GRADE: P4/5
DUTY STATION: Varies
DURATION: Varies
SUPERVISOR: Humanitarian / Resident Coordinator.
LANGUAGE: English + varies

II. Background and Justification

Background

Early Recovery is an essential component of humanitarian crisis response. Early Recovery addresses recovery needs during the humanitarian phase, using humanitarian mechanisms in accordance with development principles. It is an integrated, inclusive, and coordinated approach to gradually turn the dividends of humanitarian action into sustainable crisis recovery, resilience building and development opportunities. Emergency relief addresses peoples' survival and basic well-being. Early Recovery restores people's capacities and supports communities' first steps to recover from the crisis. The Global Cluster for Early Recovery (GCER) advocates for humanitarian actors to integrate approaches into their humanitarian work, where possible, that will mitigate the impact of a future crisis on a community, and to work closer to development actors.

There is a crucial need for both humanitarian and development actors to address structural inequalities and reducing underlying risks. There are strong calls from the World Humanitarian Summit process to ensure that there is closer, joint collaboration between these two communities to reach the most vulnerable within a humanitarian-development nexus. Similar issues have been highlighted in the Secretary General's report for the World Humanitarian Summit, which calls for a paradigm shift: transcending the humanitarian-development divide by working towards clear and measurable collective outcomes, based on comparative advantages and over multi-year timeframes.

Strong and informed leadership on the nature and value of integrating Early Recovery throughout the response (across all sectors and at all stages of the response) is probably the single most important factor in its prioritisation. Early Recovery Advisors can provide advisory support to the Humanitarian Coordinator, and thereby the humanitarian community. They provide high quality expertise on how to integrate early recovery into a humanitarian response to ensure that the dividends of humanitarian work are sustained, and contribute to longer term recovery and development. Early Recovery Advisors work with all humanitarian actors across the spectrum of clusters to develop a common understanding of the 'big picture', to encourage them to take into account longer term objectives in their coordinated response, and engage as early as possible with national and local actors, and development organisations.

The function of the Early Recovery Advisor should not be confused with the function of the Cluster Coordinator for Early Recovery.

The Early Recovery approach presents important opportunities to promote gender equality.

Failure to include gender perspectives in early decision-making processes can have long-lasting impacts on women, men, boys, and girls particularly in the context of governance structures, policies and practices, which can reinforce existing socio-economic disparities between men and women.

III. Duties

Assist and advise the HC/RC in their lead role in strategic planning and coordinating the inter-agency early recovery work across all clusters. Advocate for the inclusion of early recovery and resilience building issues at the onset of humanitarian response and in humanitarian strategies and plans;

Advise on the establishment and maintenance of appropriate coordination mechanisms for early recovery. Ensure appropriate coordination with all humanitarian and development partners and establishing effective links between clusters / sectoral groups promoting Early Recovery planning;

Support HC/RC's coordination with national/local authorities, State institutions, local civil society, private sector and development actors. Work closely with national counterparts, donors and other stakeholders to ensure that humanitarian activities support and/or link into recovery and sustainable development strategies while ensuring that local capacity is utilized effectively and provides the platform for sustainable humanitarian results;

Information Management. Engage in the inter-agency information management coordination process led by OCHA and supported by sector-specific information management focal points, to ensure visibility of early recovery as a mechanism across sectors, but within the humanitarian response, in information products;

People Centered Approach. Raise awareness and promote the integration of agreed priority cross-cutting issues (People Centered Approach) in sectoral needs assessment and contribute to the development of appropriate strategies to address these issues;

Needs assessment and analysis. Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners, stakeholders;

Donors. Advocate with donors on the importance of early recovery to maximize the potential for mobilizing resources to support integrated projects that respond to immediate needs and illustrate how the project contributes to longer term recovery and community resilience;

Assist the HC/RC with linking humanitarian processes to the longer term recovery agenda. Identification of strategic entry points for building sustainable institutions and systems and advising on transitioning coordination mechanisms to a nationally led system; Provide guidance and support to the RC on issues related to the transition process from the outbreak to longer-term support structures and actors; Provide input and guidance to the design of HCT/UN strategic plans as appropriate;

Application of standards. Ensure that cluster participants are aware of relevant guidelines and standards and apply those in their response also in line with government commitments to Human Rights and IHL obligations;

Monitoring and reporting. With the support of the inter-sector coordination mechanism, work across sectors to establish monitoring mechanisms that illustrate how well early recovery is integrated into the implementation of the response, and account for how effective the sector working groups' are in sustaining the gains of the emergency interventions;

Advocacy and resource mobilization. Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives and resource mobilization;

Training and capacity building. Promote Early Recovery efforts to strengthen the capacity of the national authorities and civil society, including staff and cluster partners.

Information management and sharing. Maintain a continued flow of information with the Global Cluster for Early Recovery (GCER). Monthly/regular Skype/phone-calls will be scheduled to this end with UNDP Crisis Response Unit, as necessary. Provide inputs to the online Early Recovery resource center (<http://earlyrecovery.global/>).

IV. Direct counterparts

Cluster Lead Agencies, Early Recovery focal points, Cluster Coordinators Humanitarian Country Teams, which includes NGOs, Inter-cluster coordination focal points, UN Resident Coordinator's Office, Development organizations, Government representatives, National organizations, Private sector.

V. Competencies

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Specific Knowledge Competencies

Humanitarian Response - Good knowledge of humanitarian response systems, coordination mechanisms, and humanitarian policy. This includes coordinated, rapid needs assessments, and the Humanitarian Programme Cycle;

Humanitarian-Development Nexus – Comprehensive understanding of the challenges and experience of countries addressing simultaneously humanitarian needs, recovery and development. Good knowledge of both humanitarian and development systems and planning.

People Centred Approach - Understands that a people-centered approach to humanitarian action brings together the universal determinants of age, gender, and other specific diversity characteristics for analysis that informs an effective response which includes; disability, HIV AIDS, mental health, socio-economic status, religion, nationality, the environment and ethnic origin.

Functional Competencies

Professionalism – Advanced knowledge of the use of information management in humanitarian response and recovery environments; highly developed conceptual, analytical and innovative ability to identify and articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).

Communication – Excellent communication and training (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.

Teamwork – Works collaboratively with colleagues to achieve organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

Planning and Organisation – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational regulations and rules; supports subordinates and peers, provides

oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to clients.

Judgment/Decision-making – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.

VI. Recruitment Qualifications

Education:	Advanced university degree (Master's Degree or equivalent) in: <ul style="list-style-type: none"> • Social Sciences (International Development, International Relations etc.), Social Science, A related field, or; • A combination of relevant academic background (at least a first level university degree <i>id est</i> Bachelor's degree or equivalent) and extensive relevant professional experience in a related area may be accepted in lieu of advanced university degree.
Experience:	<ul style="list-style-type: none"> • Minimum of eight years of progressively responsible experience in humanitarian and development coordination or a related field; experience both at the national level and international level in large organizations with dispersed operations and/or in the public and private sector preferred (seven years' experience if candidate holds Bachelor's Degree or equivalent). • Experience working within the UN system, preferably in an operational UN Agency or with OCHA. • Experience in humanitarian response and recovery operations (complex emergencies and/or natural disasters) is desirable.
Language Requirements:	Fluency in written and spoken English is essential; fluency in one or more official UN languages or the working language of the duty station is desirable.
Other Skills:	Qualifications and / or industry certification and /or demonstrable experience in the following applications: Microsoft Office (advanced user certification of MS Access, MS Excel and MS Word desirable) and Lotus Notes are desirable.
Summary of Critical Competencies for Immediate Response Situations:	Possess a comprehensive set of competencies to immediately take on the challenging role of leading the information needs of early recovery efforts in the designated area of responsibility – strategic, integrity, results oriented, teamwork, good inter-personal skills, well developed communication skills, sound judgment, analytical skills, flexibility, proactive engagement, innovation, risk management, gender and culturally sensitive, ability to work under pressure and demonstrates high tolerance for change, complexity and unpredictability.