

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

RAPID RESPONSE CORPS INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Department of Foreign Affairs and Trade, manages a Roster of humanitarian experts, the Rapid Response Corps, who deploy at short notice to Ireland's UN partners under the Standby Partnership when surge capacity is required. Pursuant to this, the Department of Foreign Affairs and Trade is launching a new round of recruitment and requests applications for:

RAPID RESPONSE CORPS

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

**Closing Date for receipt of completed applications is
16 MAY 2018**

**The Department of Foreign Affairs and Trade is committed to a policy of equal opportunity.
The Department will run this campaign in accordance with best practice standards.**

Enquiries: Please contact the Department of Foreign Affairs and

Trade Email: rapidresponseroster2018@dfa.ie

Rapid Response Corps

Title of Position: Rapid Response Corps Expert

Department: Foreign Affairs and Trade

Directorate: Development Cooperation Directorate (Irish Aid)

Introduction

Irish Aid, the Government's official development assistance programme, is administered by the Development Cooperation Directorate of the Department of Foreign Affairs and Trade. Development cooperation is integral to Ireland's foreign policy. The aid programme represents a very significant commitment of public funds, with €707 million budgeted for Official Development Assistance (ODA) in 2018. Ireland's programme is recognised internationally for its strong focus on relieving poverty and hunger, for its partnership approach in some of the poorest countries in sub-Saharan Africa, and for its effectiveness.

The Rapid Response Corps, as part of the Irish Aid Rapid Response Initiative (RRI), has been a core feature of Ireland's overseas humanitarian assistance programme since 2007. Under the Initiative, a roster of highly-skilled and experienced experts deploy at short notice, to work as surge capacity with Ireland's four UN Standby humanitarian partners. The initiative is an operational tool designed to contribute to Ireland's overarching humanitarian goal of saving and protecting lives by addressing capacity and resource constraints in the international humanitarian system. It seeks to respond in a practical way to severe humanitarian crises, with a particular focus on protracted and forgotten crises, and to sudden onset emergencies.

Membership of the Rapid Response Corps Roster is undertaken on a voluntary basis and carries no entitlement to, nor does it confer, any employment obligations.

Recruitment for Rapid Response Roster 2018

From time to time Irish Aid undertakes a recruitment of experts to the Rapid Response Corps Roster to ensure a relevant skillset is maintained and that there are sufficient experts to fulfil the commitments made to the UN Standby Partners. Applications are invited from suitably qualified experts who wish to be considered for inclusion on the Roster. The following areas of expertise/profiles are being prioritised under the 2018 recruitment:

- Information Management Officer
- Protection Officer
- Child Protection Officer
- Water, Sanitation and Hygiene Engineer (WASH)
- Humanitarian Affairs Officer
- Cash Programme Officer
- Shelter Officer
- Site Planner
- Construction Engineer
- Civil Military Coordination Officer
- Logistics Officer
- Nutrition Officer

- Education Officer

See Annex 1 for further details on the above profiles.

Role of a member of the Rapid Response Corps

The Rapid Response Corps currently comprises over 80 individuals with specialised skills in humanitarian coordination, logistics, engineering, water and sanitation, protection and other areas, who have worked overseas in humanitarian and development settings.

Individual members of the Corps are deployed at the request of four UN humanitarian agencies with which Ireland has concluded formal bilateral Standby Agreements under the **Standby Partnership (SBP)** - the UN High Commissioner for Refugees (UNHCR), the World Food Programme (WFP), the UN Office for the Coordination of Humanitarian Affairs (OCHA), and the United Nations Children's Fund (UNICEF). The Standby Partnership Agreements commit Irish Aid to maintaining a Roster of personnel with general skills profiles and other specialised qualifications that match the requirements of the UN Partner Agencies and who can be available at short notice for deployment when gaps arise.

Since 2007, there have been more than 350 deployments under the initiative to over 50 countries for periods from 3 to 6 months. The majority have deployed to crises in Africa, particularly in the Horn of Africa and in West, Central & Southern Africa, and others have deployed to crises in the Middle East, and to sudden onset crises in Haiti, the Philippines, and Nepal.

In an emergency situation, the initial assessments of needs are sometimes based on inadequate information, and the emergency itself will constantly change. Roster members are required to work under pressure and employ sound judgement, be adaptable and gender/cultural sensitive in highly stressful and changeable environments. Living conditions can be challenging.

Applicants should have an understanding of, and commitment to, humanitarian principles and standards, Irish Aid's humanitarian programme, and academic and technical qualifications and experience in relevant areas. Applicants should also have strong leadership and coordination skills.

Rapid Response Corps Roster application Requirements

The Department of Foreign Affairs and Trade has drawn up a list of essential requirements for Members outlined below:

Essential requirements

- Fluency in English (verbal and written);
- University/3rd level educational qualification relevant to the profile/s being applied for (see above and Annex 1 for the list of profiles);
- 5 years professional experience relevant to the profile/s being applied for;
- International humanitarian/or relevant field experience;
- Relevant knowledge of ICT packages including MS Word and Excel;
- Availability for deployment for periods of 3-6 months, usually at short notice, and have personal and employment circumstances that allow for emergency deployment at least once over a two year period

Please note that applicants who do not meet the eligibility requirements listed above will not be considered for shortlisting.

Desirable Requirements

- Language Skills – in particular, working knowledge of French or Arabic is an advantage;
- A minimum of 3 years humanitarian field experience;
- Experience of working with the UN and/or NGOs;
- Experience of living and working in challenging conditions abroad;
- Understanding of the complexity related to refugee and IDP situations.

Key Competencies

- Specialist Knowledge and Expertise in the profile being applied for;
- Drive and Commitment;
- Building Relationships and Communication;
- Leadership and Team Work;
- Analysis and Decision making.

Please see Annex 2 for further details on the competencies required

FORMAT OF THE SELECTION PROCESS FOR THE RAPID RESPONSE ROSTER

Selection Process

The selection process will include:

- Assessments of applications, on the basis of the criteria outlined in this booklet;
- Applicants who meet the essential requirements*, and who are shortlisted for selection, must be available for interview in June 2018;
- Successful candidates at interview stage will be required to complete a compulsory induction training course in Ireland before they are eligible to join the roster. This is provisionally scheduled for 21-27 October 2018.

Completing the Application Form

The application form is available from

<https://www.irishaid.ie/get-involved/rapid-response-corps/>

Applications must be made on the official application form and will be treated in strict confidence. All sections of the form must be fully completed. When completing the application form accuracy is essential as **you may be shortlisted on the basis of information supplied.**

Inaccurate, incomplete, or poorly completed forms may be rejected. Therefore, it is in your own interest to ensure that the information supplied in all sections is correct and complete. It is important, for you to note that the onus is on you to **ensure that you meet the eligibility requirements for the Roster before applying.**

Closing Date

Applications must be submitted by **16 May 2018** to **rapidresponseroster2018@dfa.ie**

Applications will only be accepted by email. All sections of the form must be fully completed.

By submitting information electronically, parties accept that data may not be fully secure.

Enquires can be submitted to **rapidresponseroster2018@dfa.ie**

Responses to relevant enquiries (Frequently Asked Questions) received from applicants during the application period will be published on the Irish Aid website at the following link
<https://www.irishaid.ie/get-involved/rapid-response-corps/>

Applications will not be accepted that are received after the deadline.

Equality

The Department of Foreign Affairs and Trade is committed to a policy of Equal Opportunity.

Confidentiality

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes. Subject to the provisions of the Freedom of Information Acts, 1997, 2003 & 2014 applications will be treated in strict confidence.

Applicant Obligations

Applicants should note that canvassing will disqualify and will result in their exclusion from the process.

Applicants must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the process in any way.

A third party must not impersonate an Applicant at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. In addition, where a person found guilty of an offence was or is an Applicant, then: where he/she has not been appointed to a post, he/she will be disqualified as an Applicant; and where he/she has been appointed subsequently to the process in question, he/she shall forfeit that appointment.

Applicants must possess Professional technical expertise and experience relevant to the profile/s being applied for.

Security Clearance

Police vetting will be sought in respect of Applicants who come under consideration for the Rapid Response Roster. The Applicant will be required to complete and return a Garda Síochána /Police Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police

force of any country in which the Applicant under consideration for appointment resided. In the case of non-Irish nationals, Applicants will be required to provide a Police Certificate from countries where they have resided as applicable.

Other important information

The Department of Foreign Affairs and Trade will not be responsible for refunding any expenses incurred by Applicants in the application process.

Prior to recommending any Applicant for the Rapid Response Roster, **the Department of Foreign Affairs and Trade will make all such enquiries as are deemed necessary to determine the suitability of that Applicant.** Until all stages of the process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Deeming of Candidature to be withdrawn

Applicants who fail to furnish such evidence as the Department of Foreign Affairs and Trade may require in regard to any matter relevant to their candidature will have no further claim to consideration.

Quality Customer Service

The Department of Foreign Affairs and Trade and Irish Aid aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the Department. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Feedback will be provided on written request.

Complaints and Requests for Review

The Department of Foreign Affairs and Trade will consider appeals from Applicants made in writing within 5 working days of receipt of the notification of the decision. On receipt of an appeal the selection decision will be reviewed and the Applicant will be informed of the outcome.

General Data Protection Regulation (GDPR)

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 & The General Data Protection Regulation (commencing 25th May 2018). To make a request under the Data Protection Acts 1988 & 2003 and the new GDPRs, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade.

Codes of Practice

The selection of an Applicant for the Rapid Response Corps Roster will be in compliance with established codes of practice.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Fairness and Consistency
- Openness, Accountability and Transparency
- Safeguarding Children and Vulnerable Adults

Under these codes of practice the Department of Foreign Affairs and Trade is obliged to:

- provide all eligible Applicants with a reasonable opportunity to apply to be a member of the Rapid Response Roster;
- ensure that the eligibility requirements are appropriate to the duties and requirements of the Rapid Response Roster;
- treat all Applicants in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence;
- select Applicants according to merit using sound, objective and appropriate selection techniques;
- ensure that there is appropriate expertise among the board(s) selecting Applicants;
- comply with all relevant legislation, for example, Employment Law; Data Protection; Freedom of Information; Equality and Children First Act 2015;
- Applicants are required to sign a Code of Conduct when they are selected for a deployment. The Code of Conduct is binding on all Applicants, and any serious infraction of the Code will lead to immediate withdrawal from the roster.

PRINCIPAL CONDITIONS OF SERVICE

Selection and Deployment Process

When a request for surge capacity is received from Ireland's UN Standby partners, which meets with the Department's policy for support, Roster members with the relevant expertise/profile are notified by the Rapid Response desk by e-mail seeking expressions of interest in applying for the role.

Roster members who wish to apply for the position are required to submit a current Curriculum Vitae by email to the Rapid Response Desk, Irish Aid on or before the deadline.

The Rapid Response Desk will provide the CVs received to the relevant UN Standby Partner for their consideration. It is a matter for the relevant UN Standby Partner to select the candidate they deem to be suitably qualified and experienced for a particular position. The Department is not involved in the selection process.

Prior to a deployment you will be required to sign a legally binding contract with the Department of Foreign Affairs and Trade. This will set out the terms and conditions of the deployment, including fees/stipends and expenses payable, and tax deductions. A return air ticket from your home location and insurance cover is also provided.

Remuneration and expenses

Remuneration

Rapid Response members receive a daily stipend during their deployment. Roster members who are also Irish Public servants, may, subject to employer's approval, be deployed on assignment from the Roster and retain their salary and benefits instead of receiving a daily stipend once agreed between the parent Department /Office and the Department of Foreign Affairs and Trade beforehand.

Rapid Response members will also receive a subsistence allowance (DSA) for each day on deployment which will be based on the relevant location specific daily subsistence rate of the International Civil Service Commission. Flight costs, along with pre-departure medical and vaccinations costs will also be covered. Under the Insurance Policy, responders are provided with advice and assistance in the case of illness or emergency while in the field.

Health

Rapid Response members need to be in excellent physical condition and have good health so that they can withstand the demands of missions including long working hours and potentially demanding physical conditions. Rapid Response members should be willing to accept very difficult living conditions when deployed.

Prior to each deployment, Roster members are required to provide the Department of Foreign Affairs and Trade with a copy of a valid passport, UNDSS Basic & Advanced Security in the Field Certificates and a doctor's certificate declaring them medically fit to travel and to participate in the mission to which they are being assigned. The cost of this medical visit will be refunded.

Good Character

Rapid Responders must be of good character. Checks similar to pre-employment checks will be carried out.

Tax

Members of the Roster will be required to provide a current Irish tax clearance certificate. This applies to all Rapid Response members, including those who are not resident in Ireland.

Insurance Cover

Insurance cover will be provided to members undertaking a mission as per the terms of the current insurance policy (which is subject to annual renewal). Please note that insurance will cover treatment while abroad, it does not cover medical expenses upon return to Ireland (or other home location).

Conditions of membership of Roster

As a condition of membership of the Irish Aid Rapid Response Corps, members are required to apply for at least one position circulated from the Irish Aid Rapid Response Team over a two year period from joining the roster.

If a Roster member has not applied for at least one deployment in response to circulations from the Irish Aid Rapid Response team during the two year period, they will be deemed to have forfeited their place on the Roster. They will then be removed from the Roster and will be informed of this removal by email. This condition is to ensure the Roster remains current, with members who are available to deploy.

Important Notice

The above represents the principal conditions of membership of the Rapid Response Roster. It is not intended to be the comprehensive list.

All terms and conditions of membership of the Rapid Response Roster are set out in the Rapid Response Roster Handbook, which is subject to regular update. A copy of the current Roster handbook will be made available to members.

In applying for the above position you are deemed to have noted and consented to the above conditions.

- Before you submit this form to the Department of Foreign Affairs and Trade, please ensure that you have completed all sections. The onus is on Applicants to establish eligibility in the application form.
- Please do not forward any certificates, CVs, references or other information with this form, as they will not be reviewed.
- Misstatements or canvassing will render an Applicant liable to disqualification.
- Applications must be submitted by 16 May 2018 to **rapidresponseroster2018@dfa.ie**
- All sections of the form must be fully completed. All Application Forms that are received will be acknowledged. Applications will only be accepted by email. Please contact **rapidresponseroster2018@dfa.ie** if you do not receive an acknowledgment within 4 days of submitting your application.
- By submitting information electronically, parties accept that data may not be fully secure.
- Enquires can be submitted to **rapidresponseroster2018@dfa.ie**
- **Applications received after the closing date will not be accepted.**

Annex 1: Rapid Response Corps Profiles

Information Management Officer (IMO)

Indicative Role and Responsibilities

- ◆ Manage information to support the UN system, as well as partner organizations to prevent, mitigate, manage, and recover from humanitarian disasters and emergencies.
- ◆ Determine the primary data and information elements that are required internally and externally to support inter-cluster coordination and humanitarian decision-making
- ◆ Support strategic and operational decision making by processing and analyzing data and information and presenting it in the format most useful for analysis (e.g. reports, maps).
- ◆ Establish and maintain an information network at the national level to facilitate humanitarian information exchange and the promotion of data and information sharing protocols, in particular those developed and endorsed by the Inter-Agency Standing Committee.
- ◆ Perform advisory and technical assignments in the use of Geographic Information Systems (GIS).

Qualifications

- ◆ A Masters in Business Administration (Information Management), Disaster and Emergency Management, Geographic Information Systems, Information Management, Graphic Design, Statistics, or Social Sciences, or related area. Bachelor degrees combined with qualifying relevant professional experience may be accepted in lieu of the masters.

Protection Officer

Indicative Role and Responsibilities

- ◆ Provides advice to officials involved in the determination of refugee status.
- ◆ Conduct timely and effective protection needs assessment (applying an age, gender and diversity approach).
- ◆ Monitors and intervene in cases of refoulement, arbitrary arrest, detention and other protection incidents through liaising regularly with authorities and other partners.
- ◆ Conduct briefing sessions on the Code of Conduct and in particular, the component on the Protection of Sexual Exploitation and Abuse.

Qualifications

- ◆ University degree (equivalent of a BA/BSC) in Law, International Law, Political Science or related field with good knowledge of international refugee, International humanitarian law and Human Rights law.

Child Protection Officer

Indicative Role and Responsibilities

- ◆ Oversee the screening/identification of children with specific needs which occurs at the earliest stage of the emergency and that relevant mechanisms are put in place.
- ◆ Highlight child protection issues requiring a response – both immediate and medium term - and make recommendations

- ◆ Provide technical guidance and direction for effective planning, implementation and monitoring of agreed child protection plans
- ◆ Organise/facilitate and participate in child protection coordination meetings involving government counterparts and other key partners.

Qualifications

- ◆ University degree (equivalent of a BA/BS) in International Law, Human Rights, International Development, International Relations, Anthropology, Social Work, Political or Social Science or other clearly related disciplines.

Water, Sanitation and Hygiene (WASH) Engineer

Indicative Role and Responsibilities

- ◆ Act as a focal point on Water and Sanitation within the Emergency Team and be responsible for coordination, implementation and supervision of activities pertaining to the Water & Sanitation sector.
- ◆ Assess the health risks, and design and implement improved systems in collaboration with relevant actors.
- ◆ Jointly with technical staff of implementing partners and other WASH actors, update detailed needs and resource assessments and revise designs of technical plans as necessary, taking into account practical aspects of implementation, long-term sustainable solutions and relevant technical specifications and guidelines.
- ◆ Prepare monthly sectorial reports and submit material for preparation of periodic project monitoring reports as required by the office at country level.

Qualifications

- ◆ University degree or equivalent experience in Environmental Public Health, Civil Engineering, or other related field.

Humanitarian Affairs Officer (HAO) – Coordination

Indicative Role and Responsibilities

- ◆ Facilitate inter-agency, technical and coordination meetings among UN and NGO partners on programme issues.
- ◆ Prepare a range of core supporting material – reports, communications, policy guidelines, parliamentary briefings, case studies and presentations on the humanitarian crisis and response.
- ◆ Support Inter-cluster coordination and capacity building of partners, with the set up and development of the cluster approach.
- ◆ Assist the Senior Humanitarian Affairs Officer (SHAO) in all activities related to the overall coordination of contingency planning, emergency preparedness and humanitarian response.

Qualifications

- ◆ University degree in humanitarian affairs, political science, development studies or other relevant field.

Cash Programme Officer

Indicative Role and Responsibilities

- ◆ Support ongoing efforts to deliver and monitor the delivery of humanitarian assistance using cash transfers
- ◆ Enhance and strengthen UN's contributions to the interagency cash working group. Facilitate collaboration and partnerships for cash transfer advocacy, technical cooperation, programme development, information sharing and networking.
- ◆ Suggest key steps, timing and support required to assist the UN's Country Office to scale up the use of Cash Based Transfers
- ◆ Work in close collaboration with UN and other potential agencies interested in giving cash, as well as with the Cash Working Group to ensure smooth disbursement of the funds every month and address any targeting issues

Qualifications

- ◆ University degree in International Relations, Public Administration/Public Policy, Development Economics, Humanitarian Affairs, Development, Social Sciences, or a related technical field.

Site Planner

Indicative Terms of Reference

- ◆ Provide advice on all technical matters, including physical planning, site selection/development, infrastructure, shelter, with due consideration to water and sanitation.
- ◆ Assess the needs and resources of refugees in terms of shelter with participation of the community and taking into consideration the implementation partners' views and in defining appropriate solutions.
- ◆ Undertake the identification of refugee hosting sites and camp extension areas.
- ◆ Coordinate recommendations on the procurement of all the required material, equipment and tools to ensure timely implementation of plans and functioning site facilities.

Qualifications

- ◆ University degree in Civil Engineering/Structural Engineering with additional training/experience in physical planning, construction management, infrastructural development or any other related subjects.

Shelter Officer

- ◆ Ensure that the UN Field operations are supported in carrying out shelter needs assessments taking into account the current situation and projected population planning figures
- ◆ Conduct technical feasibility studies for identification of adequate sites in close coordination with Local Authorities at Provincial, District and Divisional levels, as well as with the concerned line Ministries and implementing partners.
- ◆ Ensure that basic technical criteria of land availability/property, accessibility, security, topography, water resources, absorption capacity, and adequate terrain for proper sanitation facilities are taken into consideration while selecting potential sites.

- ◆ Plan, design and coordinate refugee settlement layouts for the existing caseload and new arrivals.

Qualifications

- ◆ University degree in Civil Engineering/Structural Engineering with additional training/experience in physical planning construction management, infrastructure development or any other related subjects.

Construction Engineer

Indicative Role and Responsibilities

- ◆ Provide technical support in the process of preparation of construction Bill of Quantities and drawings for the construction as specified in construction plans.
- ◆ Provide technical inputs to the formulation of bidding documents and deliver clarification to bidders on technical issues during the bidding process.
- ◆ Supervise construction works, and ensure costs and construction period are in compliance with the project estimations.
- ◆ Ensure that effective quality management systems are in place and Contractors are in compliance with relevant technical specifications.

Qualifications

- ◆ University degree in Civil or Structural Engineering, Architecture or other relevant technical area.

Civil-Military Coordination Officer (CMCoord)

Indicative Terms of Reference

- ◆ Serve as an adviser to the Humanitarian Coordinator/Resident Coordinator and primary focal point for all civil-military coordination (UN-CMCoord) matters, including policy
- ◆ Assist and advise in the development of country-specific guidelines on civil-military relations and use of Military and Civil Defence Assets (MCDA)
- ◆ Ensure the proper dissemination and understanding of the country-specific guidelines among military forces, as well as humanitarian and local actors
- ◆ Establish and maintain dialogue and coordination with both military and security forces and civilian humanitarian actors in the area of responsibility.

Qualifications

- ◆ University degree (Master's degree or equivalent) in international relations, political science, law, management, or similar specific field of study; or a first-level university degree, or military academy degree with advanced training in relevant area, in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Logistics Officer

Indicative Terms of Reference

- ◆ Supervise supply chain functions: planning; sourcing; delivery; asset management and support implementation.

- ◆ Coordinate logistics operations with other organisations
- ◆ Establish warehousing and recording systems, stock control and reporting.
- ◆ Liaison with authorities on tax exemptions, port clearance etc.

Qualifications

- ◆ University degree preferably in business administration or economics (preferably transport economics), or logistic-related field

Nutrition Officer

Indicative Terms of Reference

- ◆ Responsible for nutrition assessments with partners and other stakeholders to effectively assess the nutrition situation through nutrition surveys and joint assessment missions
- ◆ Support capacity building initiatives for the UN, partner and Government staff to improve nutrition screening and programming
- ◆ Support the Public Health Officer in implementing public health and nutrition strategies.
- ◆ Promote information sharing and inter-sectoral coordination in all matters related to nutrition programmes.

Qualifications

- ◆ University degree (BSc Hons.) in Human Nutrition, or Human Nutrition and Dietetics.

Education Officer

Indicative Terms of Reference

- ◆ Works with partners to strengthen education responses in emergency areas and maps out the capacity of partners and stakeholders, identify gaps and propose actions to fill those gaps.
- ◆ Undertakes programme visits to monitor and evaluate progress in implementation
- ◆ Contributes to education needs assessments and contributes findings to flash appeals, funding proposals, status reports, etc.
- ◆ Supports coordination efforts of the Education Cluster

Qualifications

- ◆ University degree in Education, Psychology, Child Development or related fields.

RAPID RESPONSE CORPS EXPERT
Specialist Knowledge and Expertise
<ul style="list-style-type: none"> • Demonstrates strong expertise and experience for the profile/area of expertise being applied for and how this can be applied in a humanitarian setting • Knowledge, and previous work experience on humanitarian, refugee or migration issues • Understands humanitarian systems, laws and principles • Understands the United Nations and broader humanitarian systems, including humanitarian coordination, • Understands the roles and objectives of the Standby expert, and the role of the Department of Foreign Affairs and Trade
Drive and Commitment
<ul style="list-style-type: none"> • Willingness and ability to work long hours and under pressure in conditions which are sometimes difficult • Demonstrates resilience in the face of challenging circumstances and high demands • Ability to maintain professional independence and strict impartiality in the conduct of duties in the host country • Abides by the Code of Conduct and the rules and regulations of the deploying and receiving agency • Represents the Department of Foreign Affairs and Trade and the UN to the highest standards of ethics and integrity
Building Relationships and Communication
<ul style="list-style-type: none"> • Engages effectively with a range of stakeholders, including UN, NGO's, national partners, and other relevant stakeholders, as deemed necessary • Develops and maintains a network of contacts to facilitate information sharing • Respect for local attitudes and cultures and an ability to work in a multi-cultural environment. • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances • Presents information clearly, concisely and confidently when speaking and in writing
Leadership and Team Work
<ul style="list-style-type: none"> • Ability to work in a team and deal with difficult situations in a positive manner • Leads and maximises the contribution of the team as a whole, as and when deemed necessary. • Develops clear goals that are consistent with agreed strategies • Identifies priority activities and assignments, and allocates time and resources accordingly • Monitors and adjusts plans and actions as necessary
Analysis and Decision Making
<ul style="list-style-type: none"> • Understands complex issues quickly, accurately absorbing and evaluating information and data. • Integrates diverse strands of information, identifying inter-relationships and linkages. • Ability to identify issues and demonstrate critical judgement in applying technical expertise to resolve problems • Ability to analyse, evaluate and integrate information from a variety of sources • Ability to report findings accurately and efficiently, as required

