



Job description

Job Title	DREF Anticipatory action Officer
Classification Level	Staff on Loan
Duty Station/Country Office	Budapest IFRC Europe Regional Office
Immediate Supervisor's Title	Senior Officer DREF Anticipatory Action
Technical Manager's Title	
Second Line Manager	DREF Lead
Number of Direct Reports	0
Number of Indirect Reports	0

Organizational context

The International Federation of Red Cross and Red Crescent Societies (IFRC or "the Federation") is the world's largest volunteer-based humanitarian network. The Federation is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the Federation is part of the International Red Cross and Red Crescent Movement. The overall aim of the IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." It works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination (NSDOC); (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services. This position sits in NSDOC division, under the Disasters Climate and Crisis (Prevention, Response and Recovery) Department and is part of the Disaster Response Emergency Fund (DREF) team.

Addressing climate and environmental crises is the first strategic priority of the IFRC's Strategy 2030, which stresses the urgent need to massively scale-up climate change adaptation and disaster risk reduction, in view of increasing disasters and climate-related impacts on vulnerable people. Early warning and early/anticipatory action are acknowledged as a critical component of this work. Anticipatory action is increasingly recognized as a key solution to reduce the impacts of climate change and extreme weather events, these actions help organizations and people build resilience to future shocks by better understanding trends and highlighting the need to embed risk information for short-term shocks that informs long-term adaptation.

The Disaster Response Emergency Fund (DREF) is the International Federation's pooled Fund for National Red Cross and Red Crescent Societies to access reliable international funding for anticipatory action and emergency response to small and medium scale disasters. The DREF has two pillars, the anticipatory action pillar and the response pillar. Each one with different funding options to support National Societies in anticipatory action and response. The DREF 2020-2025 strategic ambition outlines its intention to grow the fund allocations to CHF 100 million out of which 25% will support anticipatory action.

To operationalize this ambition and in line with the Operational Framework for scaling up Anticipatory Action, the IFRC aims to support more National Societies and IFRC Delegations to plan and implement anticipatory action approaches. Anticipatory action planning is now being implemented by National Societies in 41 countries, addressing hazards such as heat waves, cold waves, storms, floods, droughts and volcanic ashfall.

The position is part of Finnish Red Cross engagement in supporting DREF and also advancing anticipatory action.

Job purpose

Under the supervision of the DREF anticipatory action Senior officer, the Anticipatory Action Officer is responsible for organizing the internal operation of the anticipatory pillar of the DREF, including knowledge and information management. He/she coordinates day to day operational and administrative activities that ensure that the anticipatory pillar of the DREF performs well and in a timely manner.

Job duties and responsibilities

Coordinate the day-to-day operations of the DREF anticipatory pillar

- Coordinate the review of EAPs and simplified EAP, by liaising with the Validation Committee members, the Regional Offices and Delegations.
- Participate in the review of anticipatory action plans when submitted to the fund.
- Document the Validation Committee's decisions and monitor conditional approvals are being followed up on.
- Ensure that reports are added on the IFRC tracking systems when new EAPs and simplified EAPs are approved.
- Monitor the EAPs and simplified EAPs reporting deadlines and flag delays to the team.
- Develop a tracking system to monitor EAP and simplified EAPs progress, challenges and regularly liaise with the Regional Offices and Delegations to validate the information.
- Support with the transition of EAPs approved before 2022 to the new IFRC planning system and the new DREF allocation modality.
- Conduct two field review missions annually to DREF operations prioritizing EAPs.
- in-country support the development of at least one simplified EAP

Communications, information, knowledge management

- Update the EAPs and simplified EAPs master sheet to keep an accurate record that allows detailed performance analysis.
- Keep the dashboard on the EAPs and simplified EAPs updated.
- Regularly update the public information on the anticipatory pillar of the DREF on the Anticipation Hub, IFRC's website and SharePoint (templates, guidance)
- Develop new content for the DREF anticipatory pillar website.
- Develop/maintain a standard presentation on the DREF anticipatory pillar that reflects the latest developments, EAPs and simplified EAPs for internal and external use.
- Ensure that all key capacity strengthening documentation is translated in the IFRC official languages and that when changes are introduced these are reflected in the translated versions.

Capacity strengthening and learning

- Work with the DREF capacity strengthening Senior Officer to update anticipatory pillar communication documents, guidance, templates to reflect the latest developments of the fund.
- Support the delivery of trainings on anticipatory action and the DREF, helping interested National Societies and IFRC Delegations familiarize themselves with the DREF anticipatory pillar requirements.
- Extract learnings from early action reports to be included in the DREF operational learning section on the GO platform.
- Support the “plan vs actual” analysis to be conducted on the EAPs that have triggered in the last 3 years.

Position Requirements

Education	Required	Preferred
Relevant post-graduate university degree	X	
Basic Delegates Training Course (BTC), WORC, IMPACT or equivalent knowledge		X
Technical training in DRR/DRM, including EWEA systems and disaster preparedness for response.		X
Experience	Required	Preferred
3 years’ experience in humanitarian sector technical level related to one of the following areas: Disaster Management or DRR programming, institutional preparedness capacity strengthening initiatives, emergency response operations or EWEA systems		X
Good understanding of the IFRC and the Red Cross Red Crescent Network	X	
Good understanding of the global humanitarian environment	X	
Experience in narrative and financial reporting and proposal writing	X	
Knowledge and Skills	Required	Preferred
Excellent communication and organization skills	X	
Proficient with content management, technology, and data fluency	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X

