

Job Title: Disaster Management Officer

October 2017

Background information

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

RCEU helps to coordinate relations between its members 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 scrutinise European developments that could impact the implementation of our members' work, as well as supporting them to elaborate and coordinate joint proposals to access EU funding.

For more information please visit www.redcross.eu. You can also connect with us via [Facebook](#) and [Twitter](#).

Job purpose

The Disaster Management 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. 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

Under the supervision and guidance of the Head of DM Unit, the officer will contribute to:

Heighten Red Cross influence on EU policy, legislation and practice

- Monitor specific DG ECHO policy issues, and prepare written analysis and briefings for members
- Contribute to RCEU position papers as directed by the supervisor, and ensure appropriate follow-up
- Represent the office in external meetings as requested by the supervisor
- Support and strengthen partnership particularly with the UCPM, EU Aid Volunteers Initiative, Research/Innovation – Horizon 2020
- Facilitate the implementation of the Strategic Plan for Enhancing RC capacities and cooperation for effective engagement with EU Civil Protection Actors

Increase EU resources for our work at home and abroad

- 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
- 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 member NS and Federation, 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

Project Management

- Implement the communication strategy of a Civil Protection project; update project website, disseminate information and communication products to external partners, support organisations of steering group meetings, organise final dissemination workshop

Candidate profile

Education

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

Experience

- 2 -3 years of experience of working with EU institutions in particular with DG ECHO and the European Parliament
- Experience/knowledge of EU processes and working mechanisms
- Interest in advocacy and humanitarian diplomacy
- Experience/knowledge in building and maintaining relationships with external partners
- Experience with the Red Cross/Red Crescent Movement, including time in the field and/or with a National Society - preferred;
- Practical experiences in the field of concern (writing position paper and recommendations) - preferred

Skills

- Skilled at writing reports, papers and briefings
- Good knowledge of EU external action, international law and the humanitarian aid sector
- Knowledge of the Red Cross and Red Crescent Movement a definite asset
- Good working knowledge of Word, Excel, Power Point

Languages

- Fluently spoken and written English
- Good command of another IFRC official language (French, Spanish or Arabic) - preferred

Terms and Conditions

- Fixed-term contract
- Full time position of 38 hours per week.
- The monthly gross salary falls within the grade C2 category and ranges between EUR 2,700 to EUR 2,900 depending on experience. 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 by midnight CET, 13 November 2017.

The file names must include the job title and your full name. 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.