

# Humanitarian Emergency Affairs (HEA) Specialist

Location: [Asia & Pacific] [Thailand]

Town/City: Bangkok

Category: Humanitarian & Emergency Affairs

Job Type: Fixed term, Full-time

**Preferred position location: Bangkok, Thailand. Other locations to be determined by home country of successful candidate in South Asia Pacific and East Asia Region.**

**\*Please submit your CV in English.**

## **PURPOSE OF POSITION:**

The purpose of this role is to provide strategic support to World Vision's National Offices (NOs) in the Asia Pacific (AP) region in strengthening disaster management capacity with particular emphasis on preparedness and response capability for natural and complex humanitarian emergencies.

## **KEY RESPONSIBILITIES:**

- Contribute to the development and implementation of the AP HEA strategic guidance and business plan to ensure alignment and integration with the AP regional strategy and the partnership Our Promise strategy.
- Support AP NOs in the development of the HEA strategic guidances and annual business plans based on the results of the annual disaster management capacity assessment and in alignment with the NO strategies, the AP HEA strategic guidances and the partnership DM standards.
- Contribute to the building of a strong strategic alliance with key internal stakeholders within WV's partnership both regionally and globally to meet disaster management needs of AP NOs and support the achievement of HEA annual business plans.
- Facilitate inclusion of CCA and DRR objectives in HEA and/or disaster management strategic guidances, business plans and capacity building plans across the AP regions.

- In cooperation with AP GAM and SOs, identify funding opportunities for AP-HEA, at the regional and NOs levels.
- Translate AP HEA DM strategy into funding proposals to secure funding for the regional-based and to support similar efforts at the NO level, in line with the strategic objectives.
- Identify potential collaboration with private sector for preparedness, response, recovery and risk reduction.
- Work together with the AP-HEA team in the resource acquisition strategy.
- Coordinate and facilitate the annual disaster management capacity assessment of AP NOs through the NO DM Scorecard process or other equivalent processes.
- Coordinate and facilitate the development and revision of disaster preparedness plans of AP NOs in alignment with the NO strategies, the AP HEA strategic guidance, the DM standards and the NO DM Scorecard results.
- Facilitate joint preparedness processes between NOs in the AP region.
- Manage the back office support to ensure regional leadership and coordination in disaster responses across the AP region in alignment with WV partnership disaster management standards and international humanitarian standards.
- Provide technical support to AP NOs to ensure that the results of annual Disaster Management capacity assessment are utilized to inform the development of NO HEA and disaster management business plans, capacity building plans and disaster preparedness plans.
- Provide technical support to AP NOs in the development of the disaster preparedness plans to ensure that the plans are integrated with and supported by NO policies, procedures and operational capacity.
- Provide technical support to AP NOs in the areas of disaster preparedness, as well as capability building for DRR and CCA.
- Provide technical support to the development of Technical Approaches and Technical Programmes across NOs as needed.
- Provide technical support to NOs during resource acquisition processes to ensure quality of project designs, improve right measurements of outputs and impacts and position WV as a credible voice in disaster preparedness and CCA.
- Provide coaching and mentoring to Asia Pacific Regional Disaster Management Team (RDMT) or National Disaster Management Team (NDMT) members as needed.
- Provide coaching and mentoring to AP NO HEA personnel as needed.
- Provide support to HEA/disaster management capacity building events and learning events that are organized by AP Regional HEA or NOs as needed.

- Support active engagement with the UN and other international organizations, government agencies, donor agencies, faith-based organisations, media, partners and communities to enhance World Vision's positioning of humanitarian and disaster management programming.
- Provide support to NOs in accessing and engaging with external persons, networks and institutions that contribute to achievement of the NO strategies and their HEA and/or disaster management strategic objectives.
- Develop and maintain external relations that can enhance the strengthening of WV's capabilities in the areas of DRR and CCA.
- Work collaboratively with other HEA team members in to ensure that various dimensions of Disaster Management are presented systematically to AP NOs.
- Work with other members of the regional teams to ensure that HEA is integrated within the wider ministry of World Vision in the regions.
- Engage in the HEA Community of Practice and in strategic partnership forums, working groups and networks that have a direct impact on disaster preparedness in the AP region.
- Support forums, working groups and networks that are organised by the AP HEA.
- Lead the development and management of a joint DM Information Management System for HEA.
- Promote sharing of lessons learned, better practices, research and other relevant information on disaster preparedness and disaster management with emphasis on DRR and CCA.
- Participate in research and analysis that supports areas of Disaster Management and policy engagement within the AP region with emphasis on disaster preparedness and CCA.
- Contribute to relevant reports including monthly reports, project reports and annual reports.
- Promote the embedding of humanitarian standards, quality, accountability and learning into all dimensions of disaster management with focus on early warning and preparedness dimensions.
- Create opportunities for integrated programming in disaster management that promote organizational Child Well Being objectives with focus on climate change and DRR programming.
- Participate in devotions and other activities that enrich and develop mutual growth in faith and spiritual resilience.
- Perform any other tasks assigned by Regional HEA Director and Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor's degree qualifications and/or professional qualification in Urban Studies, Social Science, International Development, Humanitarian Leadership or relevant field.
- Knowledge of Humanitarian Emergency including humanitarian charter, laws and standards.
- Practical understanding of minimum standards in SPHERE, Red Cross Code of Conduct, People in Aid, Child Rights.
- Strong analytical, organizational, collaborative and facilitation skills.
- Proven track records in securing funding, preferably on humanitarian and disaster risk management.
- Self managed, creative and takes initiatives.
- At least 4 years of work experience in Humanitarian and DRR/CCA sectors.

***Preferred Skills, Knowledge and Experience:***

- Understanding of WV's vision, mission and DM operations.
- Field-level experience in disaster responses and disaster preparedness programmes in Asia Pacific context.

***Work Environment/Travel:***

- The position requires ability and willingness to travel domestically and internationally up to 30% of the time.