

Position Description - Delegates

Position TITLE: Base Camp Manager / Quatermaster
REPORTING TO:
PURPOSE: The camp manager will manage the Federation's Base Camp to provide proper working conditions for RC/RC delegates and National Society (NS) staff engaged in operational activities.

DUTIES Applicable to All

1. Work towards the achievement of the Federation's goals in the country/region of operation through effective managerial and lateral relations and teamwork
2. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
3. Perform other work related duties and responsibilities as may be assigned by the supervisor.

Specific DUTIES Responsibilities AND accountabilities

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- etc.

LATERAL RELATIONSHIPS

1. Establish and ensure effective working relationships with the delegates.
2. Ensure effective working relationships with Host National Society counterparts and leadership (where appropriate).
3. Ensure effective working relationships with technical and service departments at regional and Geneva Secretariat level (where appropriate).

Person specification	Required	Preferred
General		
In good mental & physical health	X	
Qualifications		
Basic Delegates Training Course or equivalent knowledge	X	
Experience		
Experience of managing & supporting staff		X
Experience of working for the Red Cross/Red Crescent		X
Experience of working for a humanitarian aid organisation in a developing country		X
Experience		
Experience		
Skills		

Self-supporting in computers (Windows, spreadsheets, wordprocessing)	x	
Valid international driving licence (manual gears)	x	
Languages Intermediate Berlitz level	x	
Skills in training and developing staff	x	
Skilled in writing narrative & financial reports	x	
Core competencies - a high degree of competence in		
Commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; proactivity; solution focused; decisiveness; accountability; teamwork; interpersonal skills; resilience	x	
Management competencies * - a high degree of competence in		
Management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; forming vision; organisation building;		
* prioritise/select as appropriate The person specification may vary due to operational requirements		
Date	Head of Delegation	