



RELIEF ERU JOB DESCRIPTION- BENEFICIARY SELECTION, TARGETING, AND DISTRIBUTIONS

Position title:	Relief ERU Delegate (Beneficiary Selection, Targeting + Distributions)
Reporting to:	Relief ERU Team Leader
Purpose:	Carry out all relevant assessment and relief tasks, with a particular focus on targeted beneficiary selection/ registration, nfi distribution, cash/voucher implementation and emergency shelter. Center's management, in support of the Relief ERU and Federation/National Society operations.

Job Summary:

The Relief ERU delegates of the International Federation are deployed to ensure that essential household needs are provided rapidly and effectively, in support of Red Cross and Red Crescent Movement partners, to the appropriate beneficiaries. This service delivery is done in support of the ONS. Relief ERU delegates have the on-site responsibility to assess the status of the local relief capacity and factors which influence relief operations and to determine relief programming (Cash, Shelter, NFI's) as they relate to the overall National Society and Federation operation. Relief ERU delegates serve as support resources to relief service delivery efforts and staff.

Duties Applicable to All

1. Work towards the achievement of the Relief ERU goals as part of the Federation and National Society operation and according to the Standard Operating Procedures for ERUs.
2. Work towards the achievement of Federation and National Society goals in the country/region of operation through effective managerial and lateral relations and teamwork.
3. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
4. Perform other work related duties and responsibilities as may be assigned by the Movement's Co-ordinating Authority.

Specific Duties Responsibilities and Accountabilities

1. Implement/maintain Federation standard practices in relief distributions.
2. Carry out and monitor with the National Society the targeted beneficiary selection.
3. Based on the results of the targeted beneficiary selection and beneficiary registration, set up an appropriate distribution system with the ONS.
4. Assist ONS in conducting needs assessments, surveys and designing beneficiary registration methods / systems. Provides technical assistance to ONS in computerising registration process to the extent possible.
5. Together with the ERU member responsible for the planning and organising of the distribution (NFI, Shelter, Cash/Voucher,) carry out the registration of the beneficiaries using ration cards and beneficiary lists.

6. Determine the location of the distribution points and/or centres and ensure that they are safe and clean.
7. Determine the frequency of distributions, the number of beneficiaries to be served per distribution and co-ordinate with Systems delegate to prepare Requisition Form.
8. Train and supervise local personnel to assist in the targeted beneficiary selection and registration.
9. Train and supervise local personnel to assist in the distribution of relief goods and/or programs.
10. Carry out monitoring and evaluation of the distribution process.
11. Complete the distribution reports on completion of each distribution and consolidate into the distribution report to be attached to the narrative report.
12. Assist in the narrative and distribution reporting to be completed by the ERU Team Leader.
13. Perform other duties as assigned by Team Leader

Lateral relationships

1. Establish and ensure effective working relationships with the other Relief ERU members, Logistics ERU, and other relevant persons / agencies.
2. Ensure effective working relationships with Operating National Society counterparts and leadership.

	Required	Preferred
Relief ERU Delegate Requirements		
General		
In good mental and physical health	X	
Qualifications		
Basic Delegates Training Course		X
Relief ERU training course	X	
FACT/RDRT training		X
Federation Shelter Technical Training		X
Cash training		X
Experience		
Experience of managing and supporting staff		X
2 years of experience of working for the Red Cross/Red Crescent or for another humanitarian relief organisation in a developing country	X	
Skills		
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Valid international driving licence (manual gears)	X	

Languages: English	X	
Functional Plus; Berlitz level 5 - 6	X	
Skills in training and developing staff	X	
Core competencies – a high degree of competence in		
Teamwork; commitment to the International Red Cross and Red Crescent Movement; integrity and personal conduct; sensitivity to diversity; flexibility and adaptability; initiative and direction; 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 <i>*prioritise/select as appropriate</i>		X
<i>The person specification may vary due to operational requirements</i>		



POSITION DESCRIPTION

Position title: **Relief ERU Delegate (Shelter)**

Reporting to: **Relief ERU Team Leader**

Purpose: Carry out all relevant relief ERU tasks with particular attention to emergency shelter relief activities within an agreed Plan of Action (or the identification and development of shelter relief activities in the absence of such a Plan) in support of the Relief ERU and Federation/National Society operations.

Job Summary:

The Relief ERU delegates of the International Federation are deployed to ensure that essential household needs are provided rapidly and effectively, in support of Red Cross and Red Crescent Movement partners, to the appropriate beneficiaries. This service delivery is done in support of the ONS. Relief ERU delegates have the on-site responsibility to assess the status of the local relief capacity and factors which influence relief operations and to determine relief programming (Cash, Shelter, NFI's) as they relate to the overall National Society and Federation operation. Relief ERU delegates serve as support resources to relief service delivery efforts and staff.

Duties Applicable to All

1. Work towards the achievement of the Relief ERU goals as part of the Federation and National Society operation and according to the Standard Operating Procedures for ERUs.
2. Work towards the achievement of Federation and National Society goals in the country/region of operation through effective managerial and lateral relations and teamwork.
3. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
4. Perform other work related duties and responsibilities as may be assigned by the Movement's Co-ordinating Authority.

1 Specific Duties Responsibilities and Accountabilities

1. Operationalise and support the implementation of agreed shelter activities as reflected in the Plan of Action, in accordance with all relevant Federation shelter programming guidance and in close consultation with the FACT Shelter and/or Relief Delegate.
2. In the absence of an agreed Plan of Action, and when specifically requested, support the identification, development and implementation of shelter relief activities in close consultation with the FACT Shelter and/or Relief Delegate.
3. Maintain Federation standard practices in shelter, and the provision of technical assistance and guidance.
4. Support the undertaking of shelter needs assessments and appropriate beneficiary targeting with particular consideration of the technical assistance that may be required.
5. Contribute to the development of appropriate distribution mechanisms and programming procedures for the specific shelter relief assistance to be provided (this could range from tents and shelter kits to differing combinations of building materials, additional household or community tools, household construction guidelines etc.).
6. Support and guide the provision of technical assistance to beneficiary households and communities as required to enable the appropriate use of the shelter assistance provided. Carry out monitoring and evaluation of the distribution and programming process, the extent to which the shelter assistance provided adequately meets the shelter needs identified, and provide recommendations as required on changes to material assistance, specifications and technical support required to recipients.

7. Train and supervise local personnel to assist in the implementation of shelter relief programming, including complementary awareness raising/training in the appropriate use of shelter relief assistance and technical guidance provided.
8. As required, continue to support and advise on shelter activities until the identification of a dedicated shelter programming focal person or technical advisor. This may include the development and initial implementation of transitional or shelter recovery activities.
9. Complete distribution reports as required and provide structured feedback on the provision and use of the shelter assistance provided.
10. Assist in the narrative and general reporting to be completed by the ERU Team Leader.
11. Perform other duties as assigned by Team Leader.

Lateral relationships

1. Establish and ensure effective working relationships with the other Relief ERU members, FACT (in particular the FACT Shelter Delegate) Logistics ERU, and other relevant persons / agencies.
2. Ensure effective working relationships with Operating National Society counterparts and leadership.
3. Establish links with the Shelter Dept for the provision of technical assistance and support as required.
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Relief ERU Shelter Delegate Requirements	Required	Preferred
General		
In good mental and physical health	X	
Qualifications		
Basic Delegates Training Course		X
Relief ERU training course	X	
FACT/RDRT training		X
Federation Shelter Technical Training	X	
Professional/technical qualifications in construction/architecture/engineering/planning	X	
Cash Training		X
Experience		
Experience of managing and supporting staff		X
2 years of experience of working for the Red Cross/Red Crescent or for another humanitarian relief organisation in a developing country	X	
2 years professional experience in providing technical support in the field for shelter relief programming	X	
Skills		
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Valid international driving licence (manual gears)	X	
Languages: English	X	
Functional Plus; Berlitz level 5 - 6	X	
Skills in training and developing staff	X	

Core competencies – a high degree of competence in		
Teamwork; commitment to the International Red Cross and Red Crescent Movement; integrity and personal conduct; sensitivity to diversity; flexibility and adaptability; initiative and direction; 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 <i>*prioritise/select as appropriate</i>		X
<i>The person specification may vary due to operational requirements</i>		



RELIEF ERU JOB DESCRIPTION- SYSTEMS

Position title:	Relief ERU Delegate (Systems)
Reporting to:	Relief ERU Team Leader
Purpose:	Carry out all relevant relief ERU tasks, with a particular focus on management of the Relief ERU office (finances, internal team logistics, reporting) and interface with field logistics, in support of the Relief ERU and Federation/National Society operations.

Job Summary:

The Relief ERU delegates of the International Federation are deployed to ensure that essential household needs are provided rapidly and effectively, in support of Red Cross and Red Crescent Movement partners, to the appropriate beneficiaries. This service delivery is done in support of the ONS. Relief ERU delegates have the on-site responsibility to assess the status of the local relief capacity and factors which influence relief operations and to determine relief programming (Cash, Shelter, NFI's) as they relate to the overall National Society and Federation operation. Relief ERU delegates serve as support resources to relief service delivery efforts and staff.

Duties Applicable to All

1. Work towards the achievement of the Relief ERU goals as part of the Federation and National Society operation and according to the Standard Operating Procedures for ERUs.
2. Work towards the achievement of Federation and National Society goals in the country/region of operation through effective managerial and lateral relations and teamwork.
3. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
4. Perform other work related duties and responsibilities as may be assigned by the Movement's Co-ordinating Authority.

Specific Duties Responsibilities and Accountabilities

1. Implement/maintain Federation standard practices in relief. Specifically NFI distribution, Cash/Voucher systems and Emergency Shelter.
2. Organise and supervise all aspects of setting up the Relief ERU office in coordination with Team Leader; organise appropriate filing system (for purchase requests, requisition notes, distribution lists, reports, etc.) and petty cash distribution and reconciliation.
3. Organise a financial accounting system for the running costs of the Relief ERU.
4. Under the supervision of the ERU Team Leader, devise an operational budget for the deploying National Society ERU and liaise with the Federation Finance Delegate on financial reporting.
5. Draft purchase requests with Team Leader and submit to the Logistics ERU/Logistics staff.
6. Establish administrative procedures and appropriate formats / templates for the operation.

7. Draft the requisition notes to be given to the logistics ERU/ logistics staff and follow up so that relief goods can be dispatched from their warehouse to the right distribution sites.
8. Draft the Cash/Voucher documents as needed to support relief program.
9. Perform other duties as assigned by Team Leader.

Lateral relationships

1. Establish and ensure effective working relationships with the other Relief ERU members, Logistics ERU, and other relevant persons / agencies.
2. Ensure effective working relationships with Operating National Society counterparts and leadership.

	Required	Preferred
Relief ERU Delegate Requirements		
General		
In good mental and physical health	X	
Qualifications		
Basic Delegates Training Course		X
Relief ERU training course	X	
FACT/RDRT training		X
Federation Shelter Technical Training		X
Federation Logistics ERU training		X
Cash Training		X
Experience		
Experience of managing and supporting staff		X
2 years of experience of working for the Red Cross/Red Crescent or for another humanitarian relief organisation in a developing country	X	
Skills		
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Valid international driving licence (manual gears)	X	
Languages: English	X	
Functional Plus; Berlitz level 5 - 6	X	
Skills in training and developing staff	X	
Core competencies – a high degree of competence in		
Teamwork; commitment to the International Red Cross and Red	X	

Crescent Movement; integrity and personal conduct; sensitivity to diversity; flexibility and adaptability; initiative and direction; interpersonal skills; resilience		
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 <i>*prioritise/select as appropriate</i>		X
<i>The person specification may vary due to operational requirements</i>		



RELIEF ERU JOB DESCRIPTION- TEAM LEADER

Position title:	Relief ERU Team Leader
Reporting to:	FACT Team Leader or IFRC Head of Field Operations, Federation Technical Relief co-ordinator for technical relief issues. To provide effective leadership and management of the Relief ERU operations and the ERU members and ensure a good working environment and structure for the Relief ERU team in order to optimise teamwork's performance and information sharing.
Purpose:	Ensure that Relief ERU objectives are met according to Federation standards, policies and procedures.

Job Summary:

The Relief ERU delegates of the International Federation are deployed to ensure that essential household needs are provided rapidly and effectively, in support of Red Cross and Red Crescent Movement partners, to the appropriate beneficiaries. This service delivery is done in support of the ONS. Relief ERU delegates have the on-site responsibility to assess the status of the local relief capacity and factors which influence relief operations and to determine relief programming (Cash, Shelter, NFI's) as they relate to the overall National Society and Federation operation.

The Relief ERU Team Leader offers recommendations to the Team FACT Team Leader or IFRC Head of Field Operations regarding Red Cross and Red Crescent Movement interventions and assistance options based upon field response realities. Relief ERU delegates serve as a support resource to relief service delivery efforts and staff.

Duties Applicable to All

5. Work towards the achievement of the Relief ERU goals as part of the Federation and National Society operation and according to the Standard Operating Procedures for ERUs.
6. Work towards the achievement of Federation and National Society goals in the country/region of operation through effective managerial and lateral relations and teamwork.
7. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
8. Perform other work related duties and responsibilities as may be assigned by the Movement's Co-ordinating Authority.

Specific Duties Responsibilities and Accountabilities

12. Implement/maintain Federation standard practices in emergency relief.

13. Establish a close working relationship with the host National Society counterpart, Movement's Co-ordinating Authority, Logistics ERU team leader or Logistics co-ordinator and with all the other delegates. Maintain a direct line of communication with the deploying National Society's headquarters and the Geneva Relief Officer for technical matters.
14. Ensure a good working environment and structure for the Relief ERU members to optimise teamwork and information sharing.
15. Guide the ERU members in their work and supervise the overall ERU operation so that the Relief ERU objectives are met according to Federation standards, policies and procedures.
16. Manage relief activities in support of Federation Plan of Action as authorised by the IFRC Head of Field Operations or FACT Team Leader.
17. Participate and represent the Relief ERU in the co-ordination networks set up by the Federation delegation and when possible establish a co-ordination mechanism for all the RC/RC partners doing relief distribution.
18. Liaise with relevant local government authorities, and international and non-governmental operating agencies as assigned by the National Society and/or the Movement's Co-ordinating Authority.
19. Draft the narrative reports based on the nfi, shelter and cash/voucher distribution reports and other reports received by the ERU members.
20. As necessary liaise with the media through, when applicable, the IFRC Information delegate or the IFRC Head of Field Operations.
21. Make sure that the Relief ERU is properly integrated into the Federation delegation according to the Federation Standard Operating Procedures.
22. Ensure that any other needs or questions by the National Society are met through maintaining a very close working relationship.
23. Plan an effective phase-out of the ERU and organise the hand over to the National Society or the Federation Delegation according to ERU Standard Operating Procedures.
24. Maintains overall financial responsibility for the Relief ERU.

Lateral relationships

1. Establish and ensure effective working relationships with the other Relief ERU members, the Logistics ERU / people and other delegates.
2. Ensure effective working relationships with Operating National Society counterparts and leadership.

	Required	Preferred
Relief ERU Team Leader Requirements		
General		
In good mental and physical health	X	
Qualifications		
Basic Delegates Training Course	X	
Relief ERU training course	X	
FACT/RDRT training	X	

Federation Shelter Technical Training		X
Logistics ERU training course		X
Cash HES Training	X	
Federation Team Leader Training	X	
Experience		
Experience of managing and supporting staff	X	
2 years of experience of working for the Red Cross/Red Crescent or for another humanitarian relief organisation in a developing country	X	
Minimum of 1 deployment as ERU team member	X	
Skills		
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Valid international driving licence (manual gears)	X	
Languages: English	X	
Functional Plus; Berlitz level 5 - 6	X	
Skills in training and developing staff	X	
Core competencies – a high degree of competence in		
Teamwork; commitment to the International Red Cross and Red Crescent Movement; integrity and personal conduct; Movement security protocol; sensitivity to diversity; flexibility and adaptability; initiative and direction; 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 <i>*prioritise/select as appropriate</i>	X	
<i>The person specification may vary due to operational requirements</i>		