



## Rapid Response Role Profile

Job Title	Base Camp Manager
Classification Level	NA
mediate Supervisor's Title	Head of Operation/ Rapid Response Team Leader/ Base Camp Team leader
Number of Direct Reports (if applicable)	To be completed by line manager
Number of Indirect Reports (if applicable)	To be completed by line manager

### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC 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 IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to **Base Camp Manager Delegate**, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the *Deployment Order / Terms of Reference*.

### Job purpose

A Base Camp Manager will manage a Base Camp (BC) deployed by Danish Red Cross to support the overall operation, by providing the best possible working conditions for RC/RC delegates and local RC staff members engaged in operational activities.

To provide effective leadership and management of a team of RC/RC BC delegates and resident staff members, consisting of e.g. a Kitchen Supervisor(s), a Technician(s), local administrative-, cleaning-, kitchen- and maintenance staff together with security guards.

The BC Manager needs to coordinate with HeOps or RRT leader on the strategic role of the BC during the operation.

The BC Manager shall elaborate and implement HR and financial systems for the camp management, and furthermore provide be the focal point for guests regarding camp management issues, and instruct guests in the use of the camp facilities such as accommodation, provision of meals, office supplies, office room, Fire plan etc. The delegates' welfare and wellbeing is the key concern of the base camp concept and the BC Manager is therefore expected to be service-minded, have a positive attitude and possess a high degree of flexibility.

The delegate will use the guidance as well as a range of tools related to Base Camp on internal drives and IFRC SOP

## Role (Job Requirements)

### Job duties and responsibilities

#### Set up

1. Support and provide technical support and inputs in the ongoing operation, help set up the BC and surrounding support structures, including laundry services, Security Guards,
2. Act as budget holder for the BC including budget control, maintaining the cash flow and payments of contractors, support services, residents' staff- and daily worker salaries.
3. Together with HNS and IFRC, identify resident staff, draft job descriptions, and ensure that contracts are made and signed.
4. Establish booking system for allocate of accommodation,
5. Establish a payment system from guests for food provided by BC, and keep separate cash book for this funds.
6. Create HR files on resident staff working for the BC (Kitchen-, cleaning-, technical-, administration- and other staff)

### Implementation

1. Implement a fluent communication flow and good cooperation between the BC team.
2. Introduce the BC facilities, rules and regulations for the guests
3. Ensures that working hours and days off for resident staff are registered and signed by the staff as documentation, and kept in the HR files.
4. Develop an Exit strategy for the BC.
5. Make daily updates to Cash book and make cash count on a regular basis.
6. Ensure that adequate Logbook and document filing system are developed and maintained.
7. Establish a payment system from guests for food provided by BC, and keep separate cash book for this funds.
8. Compilation of a Daily/weekly Situation report with statistics of overnighing guests, meals served, fuel and water consumption and a financial report to Danish Red Cross BC Focal point, and a narrative report to IFRC.
9. Provide input and ensure that Relocation plan for BC and Medical Evacuation Plan is made by IFRC.
10. Liaison with international, government and non-government agencies involved in the relief operation and collaboration, where appropriate.
11. Ensure good and effective working relationship with National Society, other delegates and RRT Leader/ HeOps.
12. Make written handover to next BC Manager, to be shared with DRC BC Focal point.
13. The overall appropriate functioning of the Base Camp including administration and human resources management.
14. Support to and supervision of all DRC contracted national staff volunteers working in the camp.

### Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

## Profile (Position Requirements)

Education	Required	Preferred
A Bachelor or University degree in relevant areas such as Project Management, MBA or other management/leadership educations or equivalent experience	⊙	
Practical BC Basic Training Course or equivalent	⊙	
Experience	Required	Preferred
At least 5 years' experience within leadership and people management	⊙	
Working for a humanitarian aid organisation in a developing country		⊙
Red Cross/Red Crescent knowledge and experience		⊙
Knowledge & Skills	Required	Preferred
Strong analytical and problem-solving skills with independent decision making capacity	⊙	
Excellent communication and inter-personal skills with the ability to represent the International Federation and to negotiate and influence people's opinions	⊙	
Dealing with finances, financial reports and bookkeeping	⊙	
Self- supporting in Windows 10 and Windows office (outlook, Word and Excel)	⊙	
Ability to transfer knowledge, skills, and/or abilities to staff and volunteers.	⊙	
Strong interpersonal skills and good understanding of the RCRC Movement		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
The Movement in the humanitarian sector	⊙		
Coordination	⊙		
Assessment	⊙		
Programme management & reporting		⊙	
Information management	⊙		
Resource management	⊙		
Direction setting and operational objectives	⊙		
Safety and security	⊙		
Community engagement and accountability	⊙		
Protection, gender and inclusion	⊙		
Environmental sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict management		⊙	
Interpersonal communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivation	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
------------------------	--------	--------	--------

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙