



TERMS OF REFERENCE

Position: Emergency Preparedness and Response Assistant (EPR-Assistant)

Location: Tehran, Iran (with travel to areas within Iran)

Duration: One year, with possibility of extension

Reports to: Emergency Preparedness and Response Coordinator (EPR-Coordinator)

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI in Iran: Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response. In 2020, RI delivered assistance to over 500,000 beneficiaries in Iran.

Position Summary:

Based in the RI Iran country office in Tehran, the EPR-Assistant is responsible for supporting the EPR-Coordinator with a specific focus on emergency preparedness responses to future disasters as well as implementation of current emergency projects.

Position Responsibilities and Duties:

1) Implementation of Emergency Response Activities:

- Adhere to RI policies, tools, handbooks and guidelines.
- Actively participate in needs assessments and identify beneficiaries in need for emergency project.
- Assist with the implementation of activities based on the action plans.
- Be responsible for overseeing registration, verification and distribution of different assistances including Cash cards, in-kind, equipment, etc. in assigned locations in a timely and effective manner, ensuring the safety and protection of beneficiaries and staff.

- Assist in the day to day guidance of the partner teams to ensure the project implementation is in line with RI technical guidelines and donor regulations.
- Assist in the archiving of all relevant distribution, assessment and other project documents.
- Assist in the preparation and development status reports as required.
- Assist in drafting letters and reports to BAFIA.
- Promote and share ideas for improvement of the support function.
- Actively participate in monthly planning of Emergency activities and weekly review of achievements and constraints and provide feedback accordingly.
- Regular follow ups with the support department (finance, logistics, and administration) this include movement planning, internal request, payments, etc.
- Carry out any other any other assigned tasks by the EPR Coordinator on ad hoc basis.

2) Emergency Preparedness

- Assist the EPR Coordinator in following the news and providing updated information regarding emergencies in the country in line with RI Iran's ER SOPs.
- Assist the EPR Coordinator in preparing and drafting alerts.
- Support the EPR Coordinator in updating and proceeding Emergency Action Plans.
- Support the development of RI Iran's Emergency Response roster.
- Identify training needs for Emergency Response roster members.
- Identify available trainings for Emergency Response roster members and coordinate with EPR Coordinator in this regard.
- Ensure that the entire RI Iran team receives basic Emergency Preparedness & Response training.
- Assist the EPR Coordinator to develop relevant Emergency Preparedness & Response tools (assessment formats etc.) and secure the necessary internal and external approvals.
- Monitor contingency stock in collaboration with Operations.
- Carry out any other any other assigned tasks by the EPR Coordinator on ad hoc basis

Qualifications & requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Bachelor's degree with major course in emergency planning, public administration, public safety or a related field or at least one (1) full-time year of increasingly responsible emergency management or response work experience with proven ability in a position requiring the technical, planning, organizational and communications skills necessary to accomplish the job.
- Excellent verbal and written skills for communication and reporting in both Farsi and English.
- Ability to work flexible hours.
- Ability to plan and organize work and establish priorities.
- Ability to support and encourage open communication in the team and facilitates team work
- Proven experience working in a humanitarian/recovery context.
- Previous experience from working in complex and volatile contexts.
- Ability and willingness to travel extensively to project locations.

- Proven experience and knowledge in emergency response and food security (beneficiary targeting, community mobilization and distribution of cash, voucher or in-kind) skills related to participatory methods.
- Strong organizational skills and ability to manage multiple tasks simultaneously and attention to details.
- Ability to work independently and creatively.
- Excellent computer skills (i.e. Microsoft Office)
- Ability to plan and deliver results.
- Ability to empower and build trust.
- Communication with impact and respect.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

If you are interested in this job, please email your cover letter, CV and application form in English to tehran@ri.org and mention the Job Title in the subject line.

Applications close on 15th April 2021.

Only short-listed candidates will be contacted for interview.