



ONE **ASEAN**
ONE **RESPONSE**

JOB DESCRIPTION AND QUALIFICATIONS

Job Title	:	Preparedness and Response Officer
Unit	:	Operations Division
Reporting to	:	Assistant Director for Operations – Preparedness and Response
Duty Station	:	Jakarta, Indonesia
Duration	:	1 year with possible extension
Vacancy Closing	:	Friday, 19 th August 2022 at 11:45 pm Jakarta time

Broad Statement of Function

- Assist the Assistant Director for Operations – Preparedness and Response in planning and managing the programmes and/or projects to further improve the preparedness and response activities;
- Assist in implementing activities to attain objectives as stated in specific plans of action, such as AADMER work programmes related to AHA Centre and strategic work plans of the AHA Centre;
- Maintain communication linkages and rapport with peer-level officers in the EOC and relevant Preparedness and Response Divisions of National Disaster Management Organisations (NDMOs);
- Liaise at operational level, with other humanitarian partners, such as UN agencies, Red Cross and Red Crescent Movement, Non-Governmental Organisation (NGOs) and other international organisations;
- Assist the Assistant Director for Operations – Preparedness and Response in identifying potential areas for cooperation programmes and projects to further improve ASEAN disaster preparedness and response;
- Carry out any other assignments as tasked by his/her supervisors.

Primary Responsibilities

Manage and carry out AHA Centre activities pertaining to preparedness and response; and ensure a high level of professionalism in those areas

- Assist in the implementation of the strategies for preparedness and response activities related to the ASEAN – Emergency Response and Assessment Team (ASEAN – ERAT) and ASEAN Disaster Emergency Logistics System for ASEAN (DELSA);
- Assist in carrying out relevant training and/or simulation exercises related to ASEAN – ERAT, DELSA and other relevant training or exercises;
- Compile and update data and information in the ASEAN Standby Arrangement database of earmarked assets and capacities for disaster relief and emergency response including from partners;
- Prepare administrative requirements to facilitate assistance to affected country NDMO when disaster occurs;
- Assist in the review of regional standard operating procedures for Standby Arrangements;
- Maintain communication linkages and rapport with peer-level preparedness and response officers in the NDMOs;
- Assist in recommending types of relief supplies and experts needed to respond to certain types of disasters;
- Assist in the deployment of Standby Arrangement relief supplies, experts and/or specialised teams to the affected countries in collaboration with the assisting countries;
- Assist in the deployment of on-site AHA Centre Liaison Officer(s) or Team to facilitate coordination between the assisting entities and the affected country;
- Assist in the processing of mobilisation of personnel, relief items and equipment in respect of the provisions of assistance;
- Prepare and record documentation on activities relating to emergency preparedness and response;
- Prepare necessary documents for monitoring the utilisation of budget allocated to the Unit;
- Follow and carry out emergency preparedness and response procedures as stipulated in the Standard Operating Procedures;
- Maintain communication linkages and rapport, at operational level, with other disaster response entities, such as the UN-OCHA (Office for the Coordination of Humanitarian Affairs), International Federation of Red Cross and Red Crescent Societies (IFRC) and other partner entities, to complement relief efforts, resource mobilisation and distribution network;

Job Qualification

Education

- Preferably Master's Degree in one or more of the following disciplines: Disaster Management; Emergency Management; Disaster Risk Reduction; Natural Resource Management; Environmental Management; Business Management or relevant subject

Experience

- At least five years of experience with proven track record and exposure to disaster and emergency response operations in a government, international organization and/or private sector;
- Experience in dealing with a wide spectrum of areas in disaster management and

developmental cooperation (policies, trends, issues and development) both at the regional and international environment;

- Exposure to relevant activities dealing with various international organisations, related institutions and/or private sector.

Competency Profile

Core competence

- High integrity and conscientiousness;
- Ability to work under pressure;
- Good composure;
- Ability to project professionalism;
- Ability to work as team leader and/or team member
- Ability to work in a multi-cultural setting

Technical Competency

- Good understanding of disaster emergency response operations;
- Knowledge of and familiarity with disaster preparedness and response concepts and operations;
- Exposure to disaster emergency response operations;
- Basic knowledge and understanding of concepts of information and communications technology;
- Good regional and international awareness of developments in disaster management

Managerial Competency

- Awareness of regional and international issues
- Good emergency management skills
- Ability to facilitate operations
- Good command of oral and written English
- Good communication skills
- Good relationship management skills

Application Process

The AHA Centre urgently invites the best, most talented and highly motivated individuals from the ASEAN Member States to apply for this position. We encourage female candidates to apply.

Before the closing date, please submit your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position, together with a detailed CV, certified truecopies of educational certificates obtained and **completing the AHA Centre Application Form**, which can be downloaded at www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachments, is **no more than 5MB**.

Please indicate the name of the position you are applying for on the subject of your email. **Incomplete applications will not be considered.**

The selection panel's decision is final, and only shortlisted candidates will be notified.

Your application will be assessed on your ability to demonstrate or have the potential to develop the required skills, knowledge, experience, and qualifications to perform the role proficiently. Relevant examples and accomplishments will strengthen your application.

For more information on the AHA Centre, please visit www.ahacentre.org

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