



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

## JOB DESCRIPTION AND QUALIFICATIONS

Job Title : Preparedness and Response Officer  
Position Base : Jakarta, Indonesia  
Reporting to : Assistant Director for Operations-Preparedness and Response

### **Broad Statement of Function**

- Carry out activities pertaining to disaster preparedness and response; particularly in deployment of ERAT, disaster assessment, situation reports; initial impact and needs assessment and damage reports
- Assist in implementing cooperation programmes and projects to further improve ASEAN disaster preparedness and response;
- 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;
- 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***

- Monitor, continuously and jointly with other officers, through the Disaster Monitoring and Response System (DMRS) potential disasters that may strike and be ready to assist in responding at any moment's notice on a 24/7 basis;
- Assist in performing regular exercises to test AHA Centre connectivity with emergency operations centres of NDMOs;
- Maintain up-to-date information on Member State National Focal Point (NFP) and Competent Authorities (CA) , and any subsequent changes in their designations;
- Maintain and update the ERAT Roster on a regular basis, including their necessary certifications and basic equipment to ensure their readiness for deployment anytime on a 24/7 basis;
- Assist in maintaining the readiness and facilitating the mobilisation of the ERAT to the affected country;
- Monitor movement of and compile information from ERAT when they are deployed;
- Provide assistance to ERAT in solving on-the-ground challenges during emergency operations;
- Process administrative requirements to facilitate assistance to affected country NDMO when disaster occurs;
- Assist in periodically reviewing regional standard operating procedures;
- Assist in carrying out relevant training and/or simulation exercises to maintain the applicability of standard operating procedures and test emergency preparedness and response mechanisms;

- Collect and compile information on disaster assessment from various sources, including from UN Disaster Assessment Coordination (UNDAC) and others;
- Assist in preparing disaster situation reports; initial impact and needs assessment and damage reports;
- Analyze each Situation Update received from the NFP of affected country and immediately notify other NFPs of the significant developments to the disaster and may, where appropriate, use some information to inform other entities, particularly through the relevant ASEAN website and Virtual OSOCC, to update the international emergency response system of the ongoing disaster situations in the ASEAN region;
- Process the administrative requirements for deploying on-site AHA Centre Liaison Officer(s) to the affected country;
- Assist the Division in developing and finalising contractual arrangements to mobilise assistance to affected country;
- Maintain communication linkages and rapport with peer-level officers in the NDMOs;
- Prepare and record documentation on activities relating to emergency preparedness and response;
- Prepare necessary documents for and monitor the utilisation of budget allocated to the Unit;
- Follow and carryout emergency preparedness and response procedures as stipulated in the SASOP

## **General Qualifications**

### **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 three 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 organizations, related institutions and/or private sector

## **Competency Profile**

### **Core competence**

- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Teamwork and coaching:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Effective problem solving skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;

- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology; and
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious.

### ***Technical Competency***

- Good understanding of disaster emergency assessment, preparedness and 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

You may apply by sending your application to [admin@ahacentre.org](mailto:admin@ahacentre.org), highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed **the AHA Centre Application Form**, which can be downloaded at [www.ahacentre.org/opportunities](http://www.ahacentre.org/opportunities).

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

Please indicate the name of the position that 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.*

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