

JOB PROFILE

Job Title: Officer

A. Scope of the Role

An Officer facilitates and contributes to the implementation of the project or programme under the supervision of a Manager and in collaboration with other team members. The primary role will be to carry out the pre-agreed actions of a project or programme or the duties required within a functional area. The post may therefore be linked to a specific project, thematic area (such as WASH Officer, Child Protection Officer etc) or functional or operational area (such as HR Officer, Logistics Officer etc). Some responsibility for a project or set of duties may be delegated to the Officer but decision making authority is usually limited.

Officer posts can be based in field or regional offices where field visits are required or in Headquarters. In field based or regional offices, this post is most likely to be offered to a national of the country of operation and so a high level of contextual knowledge will often be expected or desired as well as proficiency in the local language.

B. Connected Roles

Managed by Project Manager, Coordinator, Programme Manager.

Managing Project Assistant, Deputy Project Officer.

Variations Project Officer, Programme Officer, WASH Officer, Child Protection Officer, Human Resource Officer, Logistics Officer, MEAL Officer, Finance Officer, Communication and Media Officer, Field Officer.

C. Skills and Competencies

The post holder will usually be competent at level 5 of the HAQF, and may display competencies at level 6 as they become ready to take on more responsibility.

The officer will display a range of level 5 characteristics from the HAQF profiles including:

- Humanitarian commitment: applies humanitarian principles and standards and promotes ways of adhering to them in uncertain and unpredictable humanitarian contexts;
- Context analysis and reflection: a comprehensive range of cognitive and practical skills for structuring and ordering data into relevant information, analysing stakeholders and breaking down a problematic situation to its essential parts required to solve problems in the field of humanitarian action;
- Coping and security: accepts and adheres to the organisations security policy, security plans and hierarchical responsibility lines to face unpredictable security changes; identifies own and others' coping limits and stress levels and is able to determine their causes or to ask assistance in detecting them;
- Leadership: ability to communicate and act clearly while measuring the impact of their words and actions; identifies the extent and impact of their tasks and the need for support without needing extensive supervision;
- Collaborative relationships: coordinates activities with team members and stakeholders, asks for feedback on what they communicate and shares information, timely and appropriately, to ensure that common objectives are achieved in multi-cultural environments and unpredictable contexts;
- Service to crisis-affected people: ability to distinguish between important and urgent issues, define tasks to achieve given objectives and review results in order to deliver high quality work.

Humanitarian Competencies

C. Skills and Competencies cont.

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| Functional Competencies | <p>An Officer requires functional competencies in the following areas:</p> <ul style="list-style-type: none"> ▪ Project management and specifically organisational skills, issue and risk management and problem solving, monitoring, evaluation and reporting and project implementation ▪ People management ▪ Financial management specifically in the area of budget monitoring ▪ Resource management and specifically the management of technical, administrative and financial resources ▪ Stakeholder management particularly at community level with community mobilisation ▪ Information management in the area of data management and processing ▪ Communication including interpersonal and intercultural skills ▪ Administration. |
| Thematic Competencies | <p>An Officer will have a mix of thematic and functional competencies. If they are working on a project with a particular thematic focus, they may be required to have a higher level of thematic expertise carrying out tasks directly related to the area of expertise.</p> |

D. Qualifications and Experience

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| Previous Experience | <p>The post frequently requires 2-5 years of professional or field experience.</p> |
| Qualifications | <p>The post requires a qualification at level 5 or 6 (a University degree, for example a Diploma or Bachelor's Degree, or a Vocational qualification) in a related field. Years of experience may be taken in lieu of a qualification.</p> |

E. Contextual or Organisational Specific Requirements

Specific organisations or contexts might require additional competencies or experience which may include:

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

F. Additional Skills or Requirements

Some roles may have additional skills or requirements listed which may include:

- *IT and computer skills are usually an essential requirement*
- *Ability and willingness to travel is essential for this post*
- *A driving licence may be required.*