TERMS OF REFERENCE

Emergency Team Technical Placement

General information
Position Title: Emergency Team Technical Placement
Location: Haywards Heath, UK
Duration: 3 months
Start Date: As soon as possible
Reporting to: Head of Emergency Operations

Job requirements:
- Qualification in public health, nursing or another similar field is required
- Postgraduate training in public health or related field is beneficial
- Understanding of epidemiology, vector-borne disease prevention and/or case management is beneficial
- Fluent English required, with knowledge of Spanish, French, Portuguese or Arabic beneficial
- Familiarity working with NGO working environments an advantage

The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behavior including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and 3 references to: hqrecruitment@mentor-initiative.net

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This technical placement supports MENTOR's Emergency Team (ET) in spearheading the organisation in responding to acute humanitarian needs that are caused by (complex) emergencies, disease outbreaks, and natural disasters, all within the organisation's specific competence and experience. Given the nature of this mandate, this will require the Technical Placement to be flexible within the specific job purpose, which will in part be contingent on the needs of the Emergency Team. But above all, we look for a hands-on person with strong written and oral skills and sound sense of humour.

Core Responsibilities:

The Technical Placement will support the Emergency Team through the following core responsibilities:

Management Support:

o Communication liaison when emergency team members are out of office in emergency response related matters.

o Organise administrative preparation for field missions of ET members, both core staff and pooled staff (visa, ticketing, briefings, insurance)

o Organize regular ET meetings, including additional participants, bilateral meetings for individual ET members

o Update absence roster for the individual ET members according to leave requests, field missions and other work-related absence

o Assist in mobilization and rapid deployment (surges) of experienced professionals to join the Emergency Response Team (ERT).

Technical support:

o Contribute knowledge and ideas of health and/or prevention related activities and programmes. This may include identifying specific health concerns of an identified country/area, mapping etc.

o Assisting in the design of potential programs by applying existing technical experience and knowledge relating to global health (primary/secondary health care, community messaging, prevention activities etc).

Reporting and proposal writing

o Produce Situation Reports on countries identified by the Emergency Team for continual monitoring.

o Assist in the production of Emergency Team monthly reports.

o Assist in the production of Concept Notes and Proposals for identified programmes.

o Carrying out, when requested, the production of specific reports relevant to the Emergency Team.

o Produce and distribute minutes of Emergency Team meetings.

Research:

o Undertake the necessary desk-based research for any of the tasks detailed above.

o Undertake, when requested, research into existing and potential complex crises, disease outbreaks, and natural disasters.

o Continually track potential funding opportunities to support the Emergency Team's future interventions and diversify its institutional funding base.

o Carrying out relevant research into the humanitarian sector to feed into the Emergency Team's programme and strategy development.

Contingent Responsibilities:

The Technical Placement may be required to support the Emergency Team in the setup of emergency programmes as and when deemed necessary. This may include all activities listed below and is mainly seen in the context of identifying benchmarks in the individual's learning process.

Responsibilities may include:

Supporting the Programme Manager of the given programme start-up:

o Supporting the necessary administrative duties that are assigned at HQ for the programme start-up.

o Updating documents with the necessary contextual information for the programme start-up.

o Providing continual relevant desk-based research.

· If deemed necessary, join the Emergency Team in-field in the start-up of a given programme.

o Under the responsibility of the ET leader, being part of the team and, in concertation with the team leader carry out delegated activities on the level of general management, logistics, finance and administration

Other:

Any other duties as may be assigned to the Emergency Team Technical Placement by the Head of Emergency Operations and/or MENTOR's Director.

Note: the role of Emergency Team Technical Placement (as with any role in the Emergency Team) may require field visits at very short notice. This may include visiting areas that are considered endemic to

disease, highly insecure, and/or are experiencing a natural disaster. It is expected of the Technical Placement to have the flexibility in this regard, all within the organizational guidelines and risk analyses.