



### General information

**Position Title:** Senior Emergency Team Officer

**Base:** based at HQ (UK), with regular travel

**Start Date:** As soon as possible

**Reporting to:** Head of Emergency Operations (HEO)

**Job requirements:**

- 3-5 years of professional experience in public health or humanitarian project management.
- Familiarity with NGO working environments and standard procedures.
- Clinical or public health qualifications are desirable.
- Field experience (2 years or more) highly desirable with experience working in remote and/or insecure settings desirable
- Organized and good coordination / project management skills
- Fluency in English with additional language skills in either Portuguese, French, Arabic, or Spanish desirable
- Experienced developing grant proposals and designing programmes.
- Excellent communication skills
- Ability to take the initiative and work independently

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour 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: [recruitment@mentor-initiative.net](mailto:recruitment@mentor-initiative.net)

### TERMS OF REFERENCE

#### Senior Emergency Team Officer

**The context:** The MENTOR emergency team aims to design and deliver highly effective (evidence-based) life-saving health programmes, designed to mitigate and control the most important tropical disease threats that are faced by communities in crisis settings. At the same time, MENTOR seeks to maximise opportunities to combine and harmonise essential health, WASH, shelter, education and nutrition interventions with key humanitarian partners, to ensure effective disease control outcomes for beneficiaries. In so doing, it aims to further strengthening the humanitarian communities understanding of vector borne disease



surveillance, prevention, and case management as an integral part of the first phase of all emergency responses.

Emergency team members conduct exploratory assessment missions; assist to initiate emergency interventions; support or initiate emergency interventions in MENTOR missions; provide support to the organisation and existing country teams in promoting and monitoring emergency response capacity; and support the management of operations in humanitarian emergencies.

**The Senior Emergency Team Officer** will therefore support the Emergency Team in this process, working with colleagues at HQ and across programmes in the identification and assessment of needs, subsequent programme design, identifying funding opportunities and working with partners, field programme start-up, and subsequent handover to HQ internal teams for priority humanitarian crises around the world.

Please note that as this role is partially based at MENTOR's Headquarters, you must prove that they have the right to work in the UK. You will also need to be available for travel at very short notice as part of the emergency response team.

If you are interested in joining The MENTOR Initiative and working with our highly motivated and dynamic Emergency Team, please email your CV, covering letter and details of 3 referees to: [recruitment@mentor-initiative.net](mailto:recruitment@mentor-initiative.net).