



### Rapid Response Role Profile

Job Title	Cash and Vouchers Assistance (CVA) Officer (Implementation)
Classification Level	
Immediate Supervisor's Title	CVA Coordinator/ Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

#### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to CVA Officer, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

#### Job purpose

The CVA Officer will work in collaboration with the National Society, other Movement Partners, delegates, NGO's, national staff, local authorities and affected communities within the mandate of the Movement in order to plan, coordinate and implement the CVA component of a disaster response in relief and recovery.

In small/medium scale responses the Officer may have broader responsibilities and even lead a small team. In large scale responses the officer is likely to work under a CVA Coordinator as part of a larger team that may have multiple CVA officers focusing on different tasks.

The CVA officer specifically brings in CVA technical expertise and makes this readily available during preparedness for scaling up CVA, response design (including identifying beneficiary targeting criteria, selecting delivery mechanisms, setting transfer values in line with objectives and incorporating beneficiary preferences and participation), implementation of CVA ( including monitoring, CEA and market monitoring).

## Role (Job Requirements)

#### Job duties and responsibilities

##### Response Analysis

1. Share CVA feasibility results with all sectors and support service functions for decision making on response options and modality choice.
2. Use available information to select the appropriate CVA delivery mechanisms for different CVA components of the response prioritising speed and scale in relief along with cost effectiveness related aspects such as beneficiary preference, safety and security, and context specific considerations for different target groups.

##### Operational set up

3. Support and provide technical support and inputs in the ongoing operation. Be responsible for setting up the CVA component including development of the plan of action and budget. Ensure programme delivery follows the Plan of Action,

and beneficiary selection and transfer mechanisms follow agreed NS procedures and SOPs. Maintain overall oversight of all CVA elements ensuring targets are met and identified risks are mitigated.

4. Use available data generated by external CVA actors in country to determine the transfer value which best meets the project objectives and decide on the frequency of the transfer.

#### Implementation

5. Provide technical support, resources and inputs to implement the CVA component of EA/DREF and ensure a viable implementation plan.

6. Oversee and support the delivery of the plan of action, including the PMER framework ensuring achievement of the set objectives and milestones.

7. Identify and advise on HR needs to ensure a smooth implementation of the programme.

8. Ensure CEA approaches are integrated throughout all phases of the implementation.

#### Monitoring and PMER links

9. Together with PMER, outline the PMER plan and adapt the necessary M&E tools from the RCRC toolkit. This includes tools for baseline and verification visit, exit survey (at distribution/encashment location), site observation, post distribution monitoring (HH-level), focus group and key informants' interviews, beneficiary feedback and response mechanisms and market and price monitoring.

#### Coordination and communication

10. Coordinate with Movement and non-Movement programme partners. Together with the NS cash focal point, participate in the cash coordination structure when/if established and any other coordination meetings.

#### Capacity building and cash preparedness

11. Provide mentoring and coaching including on-job learning to NS staff and volunteers and closely liaise with NS field coordinators and volunteers assigned to the programme to ensure coherent and coordinated implementation.

#### Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

### Profile (Position Requirements)

Education	Required	Preferred
University degree in relevant areas such as Disaster Management, Project Management, Sociology, Agriculture, IT/Computer Science, Finance, technical qualification or equivalent experience	⊙	
RCRC Movement CTP online or Face to Face trainings and Practical Cash in Emergencies (PECT) trained or member of FACT/ERU roster		⊙
Delegate Training (IMPACT, Foundations of IFRC, RDRT, ERU, CAP (FACT) or Operations Management Training) or equivalent experience	⊙	
Experience	Required	Preferred
At least 3 years' experience in disaster management with CVA component	⊙	
At least three-year experience in disaster management or response in humanitarian operations	⊙	
Demonstrated experience in different aspects of CVA design and implementation (i.e.: CVA feasibility assessments, market analysis, response design including setting targeting criteria, transfer values and delivery mechanisms, encashment, and monitoring)	⊙	
Experience in developing CVA responses that are inclusive and gender sensitive		⊙

Demonstrated experience in emergency response with early recovery / recovery transition planning including integrated approaches to disaster management		⊙
Experience of providing on the job coaching and training of national staff and volunteers on CVA		⊙
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
Knowledge of cash preparedness and cash readiness concepts	⊙	
Knowledge of integrated approaches to disaster response	⊙	
Knowledge of RCRC Movement CVA tools and guidance	⊙	
Understanding of CVA stakeholders in the NS, RCRC Movement, government, private sector	⊙	
Understanding and use of various beneficiary registration methods and systems	⊙	
Knowledge of feedback and response mechanism, including of appropriate methods of beneficiary communication and channels.	⊙	
Self-sufficient in computers (Windows, spreadsheets, word processing)	⊙	
Ability to transfer knowledge, skills, and/or abilities to staff and volunteers.	⊙	

Technical Competencies - Cash Competency Framework	Tier 1	Tier 2	Tier 3
Context analysis and CVA appropriateness and CVA feasibility tools	⊙		
Operations Guidance for CVA modality selection and advocacy	⊙		
Use of appropriate CVA specific tools during phases of the project cycle (needs assessment, CVA feasibility assessments, market analysis, response design including setting targeting criteria, transfer values and delivery mechanisms, encashment, and monitoring		⊙	
CVA programming as part of an Integrated response	⊙		
Transition management (scaling up/scaling down and relief to recovery)	⊙		
Partnerships with CVA stakeholders (internal RCRC Movement sectors and logistics, finance and IT services) and external government, private sector and humanitarian)	⊙		
Learning and documenting CVA implementation for dissemination of good practice	⊙		

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment		⊙	
Direction Setting and Quality Programme Management		⊙	
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability		⊙	
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		

Interpersonal Communication	<input checked="" type="radio"/>		
Cultural awareness		<input checked="" type="radio"/>	
Judgement and decision making		<input checked="" type="radio"/>	
Motivating Others		<input checked="" type="radio"/>	
Personal resilience		<input checked="" type="radio"/>	
Integrity		<input checked="" type="radio"/>	

Languages	Required	Preferred
Fluently spoken and written English	<input checked="" type="radio"/>	
Good command of another IFRC official language (French, Spanish or Arabic)		<input checked="" type="radio"/>
Other languages:		