

## TERMS OF REFERENCE



### Emergency Team Role

#### **General information**

**Team:** Emergency Team

**Location:** Haywards Heath, UK

**Start Date:** As soon as possible

**Reporting to:** Head of Emergency Team

#### **Job requirements:**

- Qualification in public health, nursing, or another similar field is essential
- Postgraduate experience working in public health or related field is required
- Experience of epidemiology, vector-borne disease prevention and/or clinical case management is beneficial
- Fluent English required, with knowledge of Spanish, French, Portuguese or Arabic beneficial
- Ability to communicate well through written reports and proposals, and in person essential
- Ability to travel at short notice is essential
- Familiarity working with international NGO working environments an advantage
- Familiarity working in insecure settings 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 details of 3 references to: [hqrecruitment@mentor-initiative.org](mailto:hqrecruitment@mentor-initiative.org)

Please note that as this role is based in the UK, you will need to have an existing right to work in the UK, which you should confirm in your application.

MENTOR's Emergency Team (ET) spearheads 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.

MENTOR is seeking someone with an appetite for working in a fast-paced, highly responsive environment, with an ability to travel at short notice, and a desire to work in humanitarian and emergency response. This role is targeting individuals with the requisite academic and vocational qualifications combined with practical hands-on experience of working in public health or a related field.

## **Core Responsibilities:**

This role will work within the Emergency Team and have the following core responsibilities:

### **Technical support:**

- o Maintain a watching brief on current and future health emergencies or humanitarian crises relevant to MENTOR's portfolio of expertise, working with the Emergency team members to identify where MENTOR should focus its emergency activities.
- 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 Assist in the preparation and conduct of assessments, data collection, mapping of other stakeholders, transportation means, mapping needs/gaps in coverage, and assist in the overall development of possible responses
- o Assist in the design of potential programmes by applying technical experience and knowledge relating to global health (primary/secondary health care, community messaging, prevention activities etc.).

### **Donor relations:**

- o Support on the development of concept papers/proposals and budgets (both during and following assessment missions) based on the analysis and assessment of results and recommendations in relation to emergencies in new countries, and with Head of Programmes and Programme Team leads in relation to emergencies in existing country programmes.
- o Support the Emergency Team in helping to identify and contribute to the development of new donor relationships and partnerships (institutional, non-institutional, and private sector).
- o Support with good quality management and development of established partnerships with supporting donors (institutional, non-institutional, and private sector) where relevant to the Emergency Team.
- o Maintain regular contact with Emergency Team donors and partners as agreed and as appropriate.

### **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 contribute to the Emergency Team's programme and strategy development.

### **Contingent Responsibilities:**

This role 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:

Working with the Programme Manager of the given programme start-up to:

- o Manage the necessary administrative duties that are assigned at HQ for the programme start-up.
- o Update documents with the necessary contextual information for the programme start-up.
- o Provide continual relevant desk-based research and analysis

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

Under the responsibility of the ET leader, being an active part of the team to carry out delegated activities on the level of general management, logistics, finance and administration.

**Administration/Support:**

- o Communication liaison with emergency team members in emergency response related matters.
- o Contribute to administrative preparation for trips by ET members
- o Organize regular ET meetings, including additional participants, bilateral meetings for individual ET members
- o Assist in mobilization and rapid deployment of experienced professionals to join the Emergency Team in country as and when required

**Other:**

Any other duties which may be assigned by the Head of Emergency Team.

Note: the work of 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 that the Emergency Team has the flexibility in this regard, working within the relevant protocols and risk analysis.