

## Job Description

Job Title	Shelter Officer – Chichaoua (Morocco EQ Response)
Classification Level	Officer level - Program
Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)	IFRC Country Cluster (Morocco and Tunisia) - Based in Chichaoua
Immediate Supervisor's Title	Field Coordinator
Technical Manager's Title (if applicable)	IFRC Shelter Coordinator
Number of Technical Reports (if applicable)	0
Number of Direct Reports (if applicable)	0
Number of Indirect Reports (if applicable)	Chichaoua Branch Shelter Assistants/Technical Assistants and volunteers

### 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 humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

A 6.8 magnitude earthquake hit Morocco on September 8, killing and injuring thousands of people and causing widespread destruction. The Moroccan Red Crescent (MRC) responded immediately, providing first aid and psychosocial support, helping transport the injured to hospitals, evacuating people from damaged buildings and providing dignified burial management. Through this appeal, the IFRC is supporting MRCS to meet the immediate and early recovery needs of 500,000 affected people. Priorities include providing food and safe water, essential household items, shelter support, health and mental health services, and cash assistance.

This position is based in Chichaoua, Morocco, and requires frequent travel within the province as well as in-country travel when necessary and permitted by the security situation. IFRC works in an integrated manner with the Moroccan Red Crescent Society (MRCS) and its partners, with MRCS acting as the Movement convener for operational field response and coordination among Movement partners.

The Shelter Officer will be based in Chichaoua and provide direct technical support to the MRCS Shelter Team under the supervision of the IFRC Field Coordinator, with a dotted line with IFRC Shelter Coordinator and working in close cooperation with MRC shelter unit.

#### Job purpose

To support the effective implementation of shelter activities in Chichaoua province, including technical assessments, preparation of Bills of Quantities (BoQs), supervision of works, and (in-direct) management of Shelter Assistants, while ensuring close coordination with MRC, local authorities and community members.

#### Job duties and responsibilities

##### *Technical & Programmatic Support*

- Conduct technical field visits to assess damaged houses and sites.
- Prepare technical drawings, BoQs, and technical specifications for Temporary Shelter Units (TSUs), house repairs, or site improvements.
- Monitor the quality of shelter installations and repair works in coordination with contractors, volunteers, and communities.
- Ensure technical and photographic documentation of all works.
- Support training and mentoring of community masons on safe, earthquake-resistant repair techniques.

##### *Coordination & Beneficiary Engagement*

- Support validation of beneficiary lists with local authorities and ensure transparent targeting processes.
- Ensure effective community engagement and accountability (CEA) throughout shelter interventions.
- Coordinate closely with the MRC Senior/Shelter Officer and branch staff for alignment of field activities.

##### *Team Management*

- Support the Senior/Officer in supervising 3 Shelter Assistants, ensuring quality performance and daily follow-up of activities.
- Support the capacity building of assistants, volunteers, and local masons.

##### *General Duties*

- Actively work towards the achievement of the IFRC Secretariat's and MRC's goals.
- Respect and work in accordance with the principles of the Red Cross and Red Crescent Movement.
- Perform any other tasks and responsibilities assigned by supervisors.

#### Duties applicable to all staff

1.	Work actively towards the achievement of the IFRC 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.

#### Position Requirements

Education	Required	Preferred
University degree in Engineering (Civil preferably), Architecture or equivalent technical qualification	X	
Previous experience with NGOs, UN Agencies, Red Cross/Red Crescent or community development organizations in Morocco.		X
Experience	Required	Preferred
1–3 years of professional experience	X	
Experience in construction projects management, site supervision, or humanitarian work.		X
Experience in shelter activities, supervision of distributions or cash-based programming, and coordination with local authorities and communities.		X
Experience of internal Red Cross Movement and External Stakeholder relationships.		X
Knowledge and Skills	Required	Preferred
Proficiency in Microsoft Office (Word, Excel, PowerPoint)	X	

Knowledge of or familiarisation with Cash Transfer Programming.		X
Strong planning, communication, and team management skills.	X	
Ability to work under pressure and manage multiple activities simultaneously.	X	
Excellent communications skills including report writing.	X	
Ability to work in a cross-cultural, cross-functional and multi-cultural environment.	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Fluent spoken and written Arabic	X	
Good command of English (Intermediate – Upper-Intermediate level)	X	
Good command of French and Tamazight		X
<b>Competencies and Values (to be filled in by HR)</b>		
<b>Values:</b> Respect for diversity; Integrity; Professionalism; Accountability.		
<b>Core competencies:</b> Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust.		

**Sign off by Line Manager**

Name:	Signature:	Date:
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**For internal use only**

Classified by: <i>HRMD</i>	Date: 20.12.2023
Approved by the Job Classification Committee:	Date:
Approved salary scale:	<b>Salary Scale 1</b>