

Job Description

Name of Employee	
Job Title	Technical Expert – Camp Coordination and Camp Management (CCCM) – Expat position
Sector/Department	Rohingya Response Programme
Theme/Unit/Project	Camp Coordination and Camp Management (CCCM) Project funded by UNHCR
Date of Preparation	20 December 2020

Job Summary

Over a million of Forcibly Displaced Myanmar Nationals (FDMNs) took shelter in 34 camps in Cox’s Bazar, a district in south-eastern Bangladesh, in August 2017. The Government of Bangladesh, together with national and international partners, has been proactively responding to this crisis through extensive humanitarian response. The government allocated 2,000 acres of land for housing the displaced population. There is a coordinated effort to provide critical life-saving assistance – including food, nutrition, shelter, water, health and hygiene, psycho-social support and counseling, and basic education services – to the Rohingya people living in the camps and host community settlements.

ActionAid Bangladesh (AAB) has been implementing CCCM interventions under its Rohingya response programme since 2017 in Cox’s Bazar. The organization is now managing Camp Coordination and Camp Management (CCCM) activities in four out of 34 refugee camps with the funding and technical support of UNHCR. The major responsibilities under the CCCM project include camp coordination, community engagement, complaint and feedback mechanisms, service monitoring, emergency preparedness and response, coordinating refugee assistance, managing different phases of the camp life cycle as needed, and mobilizing and planning with camp actors to ensure the dignity of the refugees and address their needs in coordinating with an array of stakeholders including the Office of the Refugee Relief and Repatriation (RRRC), Camp in Charge office, Sectors, service providers, and Rohingya refugees and their representatives.

AAB is looking for a CCCM Technical Expert, with international exposure to managing the total camp life cycle in Refugee contexts, to provide technical support to its CCCM team. The incumbent will be responsible for providing support to the CCCM project manager for building team capacity, field coordination, harmonizing implementation process at the field level, and developing SoPs and guidelines for materializing project objectives in line with global CCCM standards.

The incumbent will be reportable to the Head – Humanitarian Response of ActionAid Bangladesh. S/he will have regular working relationships with the CCCM Project Manager and Camp Managers of ActionAid Bangladesh. S/he will maintain working relations with UNHCR technical team on technical issues as required.

Responsibilities and Tasks

(Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility)

Job Responsibilities 01: Staff Capacity Development	% of time	60
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<p><u>Tasks</u></p> <ol style="list-style-type: none"> 1. Support to strengthen the capacity of national CCCM staff on CCCM standard, principles and Code of Conduct 2. Capacity enhancement of the CCCM staff on the complete Camp Management Cycle, including day-to-day camp operations, relocation, CRFM, community representation etc. 3. Enhance CCCM staff's capacity to facilitate an effective and transparent camp governance system involving the Rohingya refugees 4. Mentor site management staff in regular camp coordination and camp management activities following the international standard 		
<p>Job Responsibilities 02: Technical Support to the CCCM Team</p>	<p>% of time</p>	<p>30</p>
<p><u>Tasks</u></p> <ol style="list-style-type: none"> 5. Support the team for effective coordination and engagement with the Site Management and Site Development (SMSD) sector 6. Support the team to design and facilitate humanitarian advocacy as per need 7. Provide technical support to the team to facilitate repatriation activities if required 8. Facilitate the project team to undertake the handover process of the camp to the government or appropriate authority if required 9. Provide technical support to the team to facilitate the relocation of the Rohingya refugees as appropriate and agreed by authority and UNHCR 		
<p>Job Responsibilities 03: Knowledge Management, Communication and programme development</p>	<p>% of time</p>	<p>10</p>
<p><u>Tasks</u></p> <ol style="list-style-type: none"> 1. Documentation of good practices of CCCM and communication with different actors and UNHCR 2. Develop a communication strategy for the CCCM team for effective communication with the sector, actors, and donors 3. Support the team in reporting and programme development 		

<p>Job Specification <i>(Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance)</i></p>
<p>Education & Training:</p> <p>Graduate or Post-graduate degree in a field of study that offers a comprehensive view of community engagement, humanitarian affairs, refugee affairs, human rights such as International Relations, Development Studies, Social Science, or a relevant subject.</p>
<p>Experience (Number of Years and field of expertise):</p> <p>Minimum six years of relevant international job experience in the refugee context, particularly in Camp Coordination and Camp Management (CCCM) with direct exposure to complete camp cycle management, including camp setup, camp management, camp closure and/or camp handover. Experience on repatriation will be considered as an advantage. Seven years of experience will be required in case of a Graduate degree.</p>
<p>Required Skills and Competencies</p> <p>Generic:</p> <ol style="list-style-type: none"> 1. Good interpersonal communication skill 2. Good understanding of the Humanitarian Architecture 3. Working experience in remote areas and in a challenging environment 4. Hardworking and ability to take on challenge 5. Very good in oral and written communication in English 6. Skills in report writing, knowledge management, and programme development

Technical:

1. Proven skills on CCCM and protection
2. Designing and facilitation of training particularly on CCCM and Core Humanitarian Standard
3. Participation in humanitarian cluster/sector coordination mechanism
4. Capacity to analyze and review humanitarian response programme from a protection angle
5. Designing humanitarian advocacy in the refugee context

Next Review date

Incumbent's signature and date : _____

Line Manager's signature and date : _____

Sector/Department head's signature and date : _____

HR Head's signature and date : _____