

<p>International Federation of Red Cross and Red Crescent Societies Danish Red Cross</p>
<p><b>Position Description – Delegates</b></p>
<p>Position TITLE: <b>Base Camp Manager</b></p>
<p>REPORTING TO: Head of Disaster Management Unit, Copenhagen</p>
<p>Reporting: The Base Camp Manager is responsible for the line management of Base Camp staff.</p>
<p>PURPOSE: The Base Camp Manager will manage the Federation's base camp deployed by the Danish Red Cross to provide the best possible working conditions for RC/RC delegates and local staff members engaged in operational activities. The objective of the base camp is to provide basic facilities and a secure environment for these delegates and staff. The base camp is also designed to serve as a focal point for operational cooperation activities between IFRC-PNS delegates.</p>
<p>JOB DESCRIPTION: The Base Camp Manager will manage a team of RC/RC delegates and local staff members, consisting of e.g. a kitchen manager, (a technician), local kitchen and maintenance staff and security guards. The Base Camp Manager is the focal point for guests regarding camp management issues, administration, finance, human resource management and service provision. The Base Camp Manager shall elaborate and implement HR and financial systems for the camp management. Furthermore the Base Camp Manager must provide for and instruct guests in the use of the base camp facilities such as accommodation, provision of meals, office supplies, office room, etc. The delegates' welfare and wellbeing is the key concern of the base camp concept and the Base Camp Manager is therefore expected to be service-minded, have a positive attitude and possess a high degree of flexibility.</p>
<p><b>DUTIES, applicable to all</b></p>
<ol style="list-style-type: none"> <li>1. Work towards the achievement of the Federation's goals in the country/region of operation through effective managerial and lateral relations and teamwork</li> <li>2. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities</li> <li>3. Perform other work related duties and responsibilities as may be assigned by the Head of Disaster Management Unit.</li> </ol>
<p><b>Specific DUTIES, RESPONSIBILITIES and ACCOUNTABILITIES</b></p>
<ol style="list-style-type: none"> <li>1. The overall appropriate functioning of the Base Camp including administration and human resources management.</li> <li>2. Budget holder for the camp including budget control, maintaining the cash flow and payment of local staff salaries.</li> <li>3. Support to and supervision of all DRC contracted national staff volunteers working in the camp.</li> <li>4. Identification of staff, preparation of contracts and drafting job descriptions for local staff.</li> <li>5. Supervision of the Base Camp's technical installations and taking action, when required.</li> <li>6. Establishment of adequate and fluent communication flows and cooperation between the base camp's team of contracted delegates.</li> <li>7. Preparing accommodation tents for arriving guests.</li> <li>8. Booking and allocation of tents/beds. Introduction to the Base Camp guests about facilities, rules and regulations.</li> <li>9. Ensure that adequate filing system/records are developed and maintained.</li> <li>10. Keep statistics on overnight stays and meals and ensure payment from guests, if applicable.</li> <li>11. Compilation of weekly and monthly narrative and financial reports to the Danish Red Cross and narrative reports to the Federation.</li> <li>12. Liaison with international, government and non-government agencies involved in the relief operation and collaboration, where appropriate.</li> <li>13. Monitoring of security standards.</li> <li>14. Ensure corporative and effective working relationships with the Head of Operation.</li> </ol>
<p><b>LATERAL RELATIONSHIPS</b></p>
<ol style="list-style-type: none"> <li>1. Establish and ensure effective working relationships with the other delegates.</li> <li>2. Ensure effective working relationships with National Society counterparts and leadership.</li> </ol>

<b>Person specification</b>	<b>Required</b>	<b>Preferred</b>
<b>General</b>		
In good mental & physical health	x	
<b>Qualifications</b>		
Basic Delegates Training Course or equivalent knowledge	x	
<b>Experience</b>		
Experience of managing & supporting staff	x	
Experience of working for the Red Cross/Red Crescent		x
Experience of working for a humanitarian aid organisation in a developing country		x
Experience of community mobilisation and organisation		x
Experience of working in refugee camp situations		x
3 years experience of planning operations, management and needs assessment		x
<b>Skills</b>		
Self-supporting in computers (Windows, spreadsheets, word processing)	x	
Valid international driving licence (manual gears)	x	
Languages: English Intermediate, Berlitz level 6	x	
Skills in training and developing staff	x	
Skilled in writing narrative & financial reports	x	
<b>Core competencies</b> – a high degree of competence in		
Teamwork; commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; initiative & direction; interpersonal skills; resilience	x	
<b>Management competencies</b> * - a high degree of competence in		
Management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision and control; reporting; communication; networking; management of self; management of others		
<ul style="list-style-type: none"> <li>• prioritise/select as appropriate</li> </ul> <p>The person specification may vary due to operational requirements</p> <p>Date _____ Head of DMU, CPH</p> <p>Name: _____</p> <p>Signature: _____</p>		