

Australian Volunteers

for International Development

Assignment description

Information contained in this Assignment Description is subject to change, as host organisations' needs evolve. Australian Red Cross will work closely with host organisations and volunteers to ensure that key outcomes of roles are updated as regularly as possible.

1. General details	
Position title	Disaster Preparedness Trainer
Advertising title	
Name of host organisation	National Emergency Management Agency
Country	Mongolia
Location	Ulaanbaatar
Duration	12 months
Proposed start date	June 2015
Pre-departure training	29-30 April 2015
Assignment code	MN63

2. Overview of program
<p>The ARC AVID program in Mongolia focuses on ensuring communities can better respond to disasters, socially marginalised groups have access to public support and strengthening Mongolian public institutions.</p> <p>This assignment will contribute to disaster preparedness and recovery outcomes by supporting people to be better prepared for disasters and more able to cope when they strike. ARC AVID does this by working with the National Emergency Management Agency to deliver programs, which support communities affected by disasters.</p>

3. Overview of organisation & assignment
<p>The National Emergency Management Agency was established in January 2004 merging the State Board for Civil Defence, the Fire Fighting Department and the State Reserve Agency.</p> <p>The agency carries out nationwide search and rescue and fire fighting operations during disaster incidents, natural phenomena, industrial accidents, human and animal highly infectious diseases, floods, snow and dust storms, earthquake, landslide and dzud (severe winter conditions). It has emergency management sub-branches in each of the 21 provinces of Mongolia as well as emergency stockpiles and warehouses. It has a total number of 3800 emergency staff.</p> <p>Its other responsibilities include:</p> <ul style="list-style-type: none"> • Developing a disaster protection legal environment, integrated planning and policy system • Creating an integrated information system for disaster prevention and response

- Joining regional and neighbouring countries' cooperative disaster prevention activities
- Strengthening disaster protection capacity and technical supply
- Establishing additional rescue and fire fighting units considering current necessity
- Improving staff training system for the Emergency Management Organisation and local units
- Creating training curriculum on disaster preparedness for different audiences in the community
- Introducing advances of science and technology and findings of research work to disaster prevention, rescue, response and recovery

The National Emergency Management Agency collaborates with a number of international organisations including specialised UN agencies, International Civil Defence Organisation, International Fire Chiefs Association of Asia, Japan International Cooperation Agency, Korea International Cooperation Agency, Swiss Agency for Development and Cooperation, International Federation of the Red Cross and AusAID through the AVID Program.

Overview of the department

The AVID volunteer will work with key staff from the Policy and Strategic Planning Department and closely collaborate with the Training Department. This department is responsible for drafting policies and guidelines on disaster response, disaster preparedness and mitigation. Pursuant to Mongolian law on disaster management, this department is also in charge of developing training curriculum for different stakeholders. The department has identified its vision as supporting the provision of national safety through the development of policies and strategies on risk and vulnerability reduction, strengthening disaster response and implementing intensive disaster protection measures based on community involvement. There is five staff in the department.

Overview of the AVID assignment

The AVID volunteer will support the department in the development of the model curriculum which propose continuing education (classroom or online) course topics and educational activities that introduce disaster preparedness and management tools, its uses, and the potential roles for those interested in participating in disaster-related activities. It is expected that public agencies and community organisations may use the model curriculum as the basis for their locally-modified training courses. The curriculum is intended to encourage students to pursue a combination of continuing education instruction along with participation in activities that provide exposure to disaster management practices. The volunteer will assist in developing a textbook and trainer's guidebook for the model curriculum. After the completion of the model curriculum, the volunteer will advise the department in piloting it with the support of Training Department. Based on the piloting the contents and formats of the model will be improved.

4. Expected outputs and key relationships

The key expected outputs of this assignment are:

1. Model curriculum on disaster preparedness and management tools developed and translated into Mongolian
2. Different formats of training designed (classroom or online)
3. A handbook and trainer's guidebook for the model curriculum designed
4. Training pilot executed
5. Training evaluation and recommendations for further improvement finalised

This assignment contributes towards capacity building in the following areas:

1. To Exist	+
2. To Organise	+
3. To Relate and Mobilise	
4. To Perform	
5. To Adapt and Grow	

Volunteer's supervisor	Head of Policy and Strategic Planning Department
Counterpart / other staff	Officer at Policy and Strategic Planning Department

5. Volunteer requirements	
Essential: Personal attributes	<ul style="list-style-type: none"> • Self awareness and cross-cultural sensitivity • Commitment to sharing knowledge and skills • Flexibility and adaptability • Resilience and ability to manage stress
Essential: Skills or experience relevant to assignment	<ul style="list-style-type: none"> • Experience developing disaster related training and training curriculum • Sound mentoring and/or coaching skills • Ability to communicate and instruct cross culturally and linguistically • Experience evaluating or measuring training effectiveness
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in disaster management or public health and/ or equivalent experience
Language skills and level required	<ul style="list-style-type: none"> • Willingness to learn the Mongolian language
Desirable: Further attributes, experience, skills or qualifications	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment or equivalent • Experience working within a government department environment would be advantageous • Experience working with Red Cross Red Crescent or other humanitarian aid organisations
First Aid	<ul style="list-style-type: none"> • Prior to mobilising all Australian volunteers are required to complete Australian Standard HLTF311A – Apply First Aid

6. Location and facilities
<p>Ulaanbataar is the capital and as such has access to all basic amenities such as electricity, heating, internet cafes and a good variety of restaurants, shopping and entertainment options. The majority of work in Ulaanbataar will be based in the National Emergency Management Agency offices in a suburb district. The National Emergency Management Agency provides transportation to a training office and lunch. A room will be provided to teach classes in. A shared computer/workstation will be available for the volunteer to use.</p>

7. Assignment support
<p>All AVID volunteers are provided with the following:</p> <ul style="list-style-type: none"> • Return airfares to country of assignment • Fortnightly living allowance (based on cost of living, adjusted for urban and rural areas) • Accommodation allowance • Pre-departure training and in-country orientation (including language training where necessary) • Travel and life insurance

- Health & security support (including 24-hour emergency contact)
- In-country contact point

For more information visit www.redcross.org.au/support-and-preparation.aspx

Other support mechanisms

Head of the Policy and Strategic Planning Department and Program Officer are very supportive and willing to assist with whatever needs come up. A current AVID volunteer at this department will share their experience. There is a strong volunteer network among AVID volunteers in the country.

8. Local culture and language

- Handshakes are often used upon meeting and leaving
- Be aware of and respect religious traditions and customs. Main religions practices in Mongolia are related to Buddhism and shamanism.
- It is prohibited to photograph military personnel and military sites
- Use proper names when meeting someone until you are advised to do otherwise
- Mongolians use only the right hand to gesture and pass items to someone else
- Pointing with the index finger is seen as threatening, use the entire hand
- Avoid showing soles of your feet when sitting, because it is impolite. If you accidentally bump feet with another person, you should shake their hand immediately afterwards
- Wait for an invitation to visit someone's home

Main language(s) spoken in the community

Mongolian – The volunteer will be based in Ulaanbaatar where some younger people speak English

Main language(s) spoken in the workplace

Mongolian, there is English language competency in headquarters as well but not much anywhere else

9. Health and safety

Many developing country contexts are challenging. You will face different, usually higher, physical and mental health risks than at home. As an Australian Volunteer for International Development, you will be required to have a good level of fitness, health and resilience.

You may be required to live and work in basic facilities and use local public transport. You may not be able to access the range or high quality of health services and facilities you are used to, and may not have ready access to a tertiary hospital, specialist doctors, or reliable supplies of your usual medication.

If you have a pre-existing health condition which requires ongoing treatment and regular medical checks, especially if it involves a risk of a medical emergency, consider carefully whether this type of work is appropriate for you. Seek early advice from your own treating doctor, ensure your condition is optimally controlled, and update your health management plan with your doctor prior to starting the Australian Red Cross health clearance process. For many pre-existing conditions, we will require a detailed medical report from your treating doctor. Please contact us if you have any questions or concerns.

Australian Red Cross maintains strong policies on the use of vehicles, including motorbikes requiring at a minimum that users have a full Australian or New Zealand (not learners or provisional) license for the type of vehicle being operated, and in some locations and situations vehicles cannot be operated. Consideration should be given to this if volunteers intend to operate any vehicle or motorbike on assignment.

For further information refer to www.smarttraveller.gov.au.

10. Child protection

Australian Red Cross is a child-safe organisation and is committed to the prevention of abuse and neglect of

children and young people. As part of the recruitment process, all candidates will be screened and assessed for suitability to work with children.

Volunteers must make themselves aware of Section 6.9 of the AVID Code of Conduct and associated policies and documents.