

**Job title** EVCA Field Officer

**Reporting to:** Disaster Management Officer

**Location:** Branch Headquarters

**Duration:** Part-time  
15 hours per week Maximum

**Last updated:** January, 2020

**Context:**

The British Virgin Islands Red Cross is the premier voluntary service provider of humanitarian services to people of most need in the British Virgin Islands. Our mission is to mobilise the power of humanity so that individuals and communities have the capacity to prepare for, deal with and recover from crisis.

**Scope**

The EVCA Field Officer's position is a temporary, part-time paid project position. Successful candidate will work with the BVI Red Cross Staff and Community-based Organizations to support data collection for the Enhanced Vulnerability Capacity Assessment (EVCA) that will take place over approximately a four (4) weeks period. The Officer will work under the direction of the DM Officer.

**Overall purpose of the role**

The EVCA Field Officer will contribute to the assessment of communities through the collection of data in the field.

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**MAIN DUTIES AND RESPONSIBILITIES:**

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1. **Data Collection.** Collects various forms of data pertaining to the EVCA Tools and Household Surveys. These include Community Mapping & Transect Walk, Historical Profile, and Seasonal Calendar.
2. **Record Keeping.** Keeps record of information obtained during the assessment. May include a database of information, hard files, etc.
3. **Research.** Conducts evidence-based research to validate community profile data.
4. **Data Analysis.** Conducts focus group discussions to support the analyses of data. Interprets, draws conclusions, and discusses findings with DM Officer to support formulation of final report and micro-mitigation plans.
5. **Report Preparation.** Prepares various reports containing descriptive, analytical, and evaluative content that may be submitted for publication.
6. **Collaboration.** Collaborates with other community base and national stakeholders.
7. **Material Presentation.** Presents final feedback on material to community members to have buy-in and endorsement (Community Mapping & Transect Walk, Historical Profile, Seasonal Calendar, Etc.).

8. **As Needed.** Performs various duties as needed to successfully fulfill the function of the position with ability to be flexible.
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**REQUIREMENTS:**

1. Submit an updated CV to the branch
2. Complete the IFRC Code of Conduct and Stay Safe Personal Online Courses ([www.ifrc.org/learnplatform](http://www.ifrc.org/learnplatform))
3. Sign the BVIRC Code of Conduct
4. Ability to speak Spanish would be an asset
5. Be able to work after hours