



DRR Officer

- **Vacancy for:** 6
- **Posted on:** July 1, 2017
- **Deadline:** May 26, 2016, midnight

Grade (Level): 5

Team/Programme: DRR/POD-EQ

Location: District Offices (Dolakha, Sindhupalchowk, Nuwakot, Rasuwa, Gorkha and Dhadhing)

Contract Length: March 2017 for Dolakha, Sindhupalchowk, Nuwakot, Rasuwa, Gorkha and December 2016 for Dhadhing

CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

ROLE PURPOSE

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

KEY AREAS OF ACCOUNTABILITY

Under the guidance of Senior DRR Coordinator PDQ-EQ response, s/he will be responsible to work closely with district team to deliver planned activities including mainstreaming DRR and CCA in EQ programme. Deliver DRR and CCA training and capacity building to multiple stakeholders. Implement DRR programmes, coordinate district level teams and develop progress reports. S/he will be closely working with implementing partner organizations and reporting, coordinate internally with DRR and Resilience and other team for development and delivery of DRR and Resilience projects and provide technical support for their implementation. S/he will build relationship with DDRCs of the project districts, concerned government line agencies and civil societies in such a way that it provides tangible benefits to children and targeted communities. S/he will offer technical support for capacity building to related stakeholders and involved in documentation of learning. S/he will also be responsible to support DDRC/DDC facilitate effective coordination by best mobilizing the available resources to attain the project's goal, adhering to SC Country Strategy Plan, and SC's Global Initiatives. Beside this, this position will represent Save the children at project district.

Dimensions:

- Support partners to effectively and efficiently implement projects
- Train partners and local governments on principles of DRR
- Write timely and accurate project reports
- Represent Save the Children at the district level on DRR related issues
- Support other thematic advisors to incorporate DRR principles and practices into their work

Capacity building and Institutionalization:

- Support SC staff, implementing partner organizations, government officials, networks and CSOs on DRR and CCA in respective districts,
- Support implementing partner organizations on programme development, programme management, resource mobilization and quality assurance,
- Technically support implementing partner organizations, government officials, networks and CSOs to develop human resources trained on DRR, response such as First Aid, Community S/R, relief management,
- Lead, manage and motivate SC and implementing partner organizations' staff and make sure they have clear understanding on DRR, CCA and Resilience/DRR strategy of SC
- Work closely with district team for implementation of DRR programme and activities linking with existing system for its' institutionalization

Implementation and Communication

- Ensure timely implementation of DRR programme activities in targeted districts,
- Coordinate implementing partner organization and SC team for implementation of programme activities,
- Carry out district level activities planned to be implemented by district office,
- Work together with DLSA partner to conduct regular meeting of DDRC/DEOC,
- Support DDRC/DEOC to establish Information Management Unit in DEOC and ensure its functionality,

- Ensure coordination with DDRC/DDC to avoid duplication and complement local efforts
- Ensure relevant information and updates on DRR and other interventions to the DDRC/DDC board to enable informed decision making on the basis of humanitarian principles & humanitarian accountability partnership (HAP)

Partnership management

- Work closely in coordination with district level SC team and implementing partner organizations to ensure timely delivery of DRR and Resilience programme activities
- Build relationship and partnership with district and VDC level authorities in respective districts,
- Strengthen DRR and CCA capacity along with programme development and implementation capacity of implementing partner organizations through training, coaching, learning,
- Ensure that reports from implementing partner organizations are received with quality and time
- Provide technical support to SC staff and implementing partner organizations for the implementation of DRR and CCA project
- Monitor performance of implementing partners and support accordingly

Reporting and Documentation:

- Support SC staff and implementing partner organizations to develop periodic progress report with high quality,
- Ensure timely reporting from implementing partner organizations,
- Compile and prepare high quality reports as per SC and the donor's requirements and timely submit to line manager
- Collect the innovative approaches, best practices, lesson learned and case studies from programme VDCs and implementing partner organizations, document and shared at appropriate level
- Keep SR DRR Coordinator abreast regularly on the progress, consult for key decisions and way forward in the area responsible for

QUALIFICATION AND EXPERIENCE

Education:

- Bachelors' Degree in disaster risk management, communication, planning, social science, natural resource management or other related discipline(s)

Relevant Experience:

- 3 years' experience in DRR and Humanitarian organizations or likeminded organizations/I/NGOs (2 years* for application from GSI group)

Essential Attributes:

- Good understanding of DRR and Humanitarian programming or relevant thematic area
- Specific knowledge and skills on programme management, capacity building, coordination, information management and communication
- Proven experience in coordination with DDRC, DDC and other government partners and the ability to lead, motivate and develop others
- Solid project delivery, implementation and monitoring skills with a proven history of delivering results
- Ability to analyse information, evaluate options and to think and plan strategically
- Effective interpersonal skills including leadership skills and ability to motivate those line managed by you and provide constructive feedback on performance
- Fluency written and spoken English and Nepali, as well as excellent report writing skills
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches
- Ability and willingness to stay and travel to any parts of the country
- Skills related to participatory methods, computer literacy and team management

Desirable Attributes:

- Worked within the NGO community, donor agencies and government departments in relevant role

Applying Procedure

Apply Link : <https://merojob.com/drr-officer/>

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