

JOB DESCRIPTION

DISASTER RISK MANAGEMENT COORDINATOR

1 Department / Project(s)

Disaster Risk Management programme

2 Workplace

Kathmandu with frequent travel to the field

3 Reports to / Level

ADRA Nepal Country Director

4 Supervises

N/A.

5 Authorized Equipment

Mobile phone, email account, USB drive, laptop computer.

6 Job Summary

The Disaster Risk Management Coordinator is an experienced humanitarian professional responsible for innovative ways to increase the resilience of the vulnerable and marginalized community members. S/he will engage with donors for the development of new strategies and proposals and implement throughout the project cycle management to meet expected results.

7 Required Competencies

7.1 Behavioural competencies

Deciding and Initiating Action

Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

Relating and Networking

Establishes good relationships with colleagues; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Uses humour appropriately to enhance relationships with others.

Creating and Innovating



Produces new ideas, approaches or insights; Creates innovative products or designs; Produces a range of solutions to problems; Seeks opportunities for organisational improvement; Devises effective change initiatives.

Applying expertise and technology

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

7.2 Qualification and experiences

- Relevant Masters Qualification, Phd in similarly field is preferred as well.
- At least 5 years of professional experience on disaster risk management in INGOs, or national/ international NGO along with experiences on humanitarian response.
- Demonstrated track record of conceptualizing projects and developing proposals for a wide range of donor agencies.

7.3 Skills

- Ability to lead the concept note and proposal writing process including high level of competency in structuring ideas clearly in a logical framework and theory of change.
- Drafting project reports and knowledge products independently or with little supervision
- Ability to define problems, collect data establish fact and draw valid conclusions to accurately predict the achievements of the project objectives.
- Able to cope with the diverse working climate and work pressure
- Able to handle project implementation independently
- Good negotiation, coordination, and communication skills.
- Excellent verbal and written English and Nepali.

8 Responsibilities and Expected Outcomes

8.1 Business Development

Outcome: Future disaster risk management projects are developed in consultation with key stakeholders and team members

- Lead project design and submission in keeping with programme and country office strategy
- Lead the overall planning for field assessments and ensure that processes are adequate and produce necessary information for proposal development.
- Significantly contribute to the development of programmatic strategies with CO leaders and program team members.
- Research and document new donor trends and priorities within Nepal.
- Gather, maintain and update donor database and planning dashboard.

8.2 Programme Management

Outcome: ADRA Nepal has a strong DRM programme management systems and procedures in place.

- Implement and maintain project management systems including record keeping; reporting; monitoring; quality control; audit; implementation planning and implementation reviews; evaluation and research.
- Lead and implement emergency response projects when required.
- Review logical framework of project and consider the hierarchy of aims while implementing the project
- Mobilize partners and field teams. Providing feedback to partners on the issue of deviations and ensure partners prepare action plan to incorporate deviations.

8.3 Emergency Response

Outcome: ADRA Nepal has an effective capacity to respond to a range of disasters leveraging on its programmatic strengths.

- Update ADRA Nepal on emerging disasters.
- Develop and maintain Emergency Response tools for assessments, distributions, and reporting.
- Develop and update ADRA Nepal's National Emergency Management Plan (NEMP).
- Coordinate the initial disaster response according to the National Emergency Management Plan (NEMP).
- Manage pre-positioning items.
- Manage a complete Emergency Response kit.
- Facilitate emergency response training sessions for ADRA Nepal staff.

8.4 Knowledge management and documentation

Outcome: Reports are submitted on time meeting quality standards and good practices/learning are documented for the use of existing as well as new projects.

- Establish a reporting system by developing reporting templates, guidelines etc.
- Ensure that the project reports are submitted on time complying with donor requirements.
- Actively contribute to ADRA's knowledge management practice by drafting good practices/learning documents.
- Ensure that a proper system is used to reflect learning and challenges so that projects can apply the adaptive management approach accordingly.

8.5 Stakeholder Management

Outcomes: Relationship building and regular liaison with potential and new key stakeholders, including donors, government, partners and community.

- Liaise with government, cluster groups, NGOs, and local communities in meetings and events.
- Develop relationships with potential donors in the country with the objective of seeking more funding and opportunities of interventions.

- Attend professional and social functions to build relationships with donors and partners.
- Identify appropriate implementing partners complying with ADRA Nepal partners selection process.
- Orient implementing partners on ADRA policies and practices.
- Monitors and reviews partners organizational performances.
- Ensure that donor guidelines and contract are complied with.

8.6 Work Health, Security and Safety (WHSS)

Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

8.7 Others

- Other duties and responsibilities might be assigned by ADRA Nepal Country Director and/or as the programme and organisation requires.

9 Committee Standing

- PROCOM – Programme Committee
- FOCOM – Finance Oversight Committee