



POSITION DESCRIPTION

Updated: January 2012

Position Title: Senior Technical Specialist	Grade / Levels: Senior Project Manager
Department/unit: Department of Disaster Risk Assessment and Monitoring (DRAM)	
Location of the Assignment: Dhaka, Bangladesh	
<p>The Asian Disaster Preparedness Center (ADPC), established in 1986, is a regional non-profit foundation with headquarters in Bangkok, Thailand supporting the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters upon countries and communities in Asia and the Pacific. The primary geographical focus of ADPC’s activities is Asia with the South, South East and East Asia being the primary sub-regions. In 2005, nine countries, namely Bangladesh, Cambodia, China, India, Nepal, Pakistan, Philippines, Thailand, and Sri Lanka signed a Charter establishing ADPC as an inter-governmental organization.</p> <p>ADPC has vast experience of 25 years of working in Asia Pacific region along with the national and local Government of its charter member countries as well as countries of the Regional Consultative Committee on Disaster Management (RCC); a regional mechanism established by ADPC in 2000 and comprising of head of national disaster management offices of 26 countries in Asia Pacific. ADPC also shares a close partnership with sub-regional inter-government agencies, such as Association of Southeast Asian Nations (ASEAN), South Asian Association for Regional Cooperation (SAARC), Secretariat for Pacific Community (previously known as SOPAC) on various DRR related themes including capacity building, strengthening institutions and systems, knowledge management and mainstreaming DRR into development. It works closely with a range of UN Agencies including UNDP, UNICEF, UNESCAP, WHO, WMO, UNISDR, UNOCHA, UN-Habitat, etc. on DRR related projects and consulting services. ADPC works with international and local NGOs, national technical and training institutions, Red Cross and Red Crescent Societies. Further details on ADPC and Programs can be found at www.adpc.net</p> <p>ADPC aims at supporting governments strengthen institutions and build capacity for mainstreaming DRR into socio development processes at all levels. The primary focus of ADPC is to assist national and sub-national Governments in Asia to build capacity to respond to, prepare for and mitigate the natural disaster risk and adaptation to climate change. It includes building Institutional and Legal systems in reducing risk due to natural disasters and adapting to climate change, Assessment of Risk; undertaking risk reduction programs and programs for adaptation to climate change, Hazard specific mainstreaming of DRR & CCA into development etc. Accordingly ADPC is comprised of several thematically organized operational departments such as Department on Safer Development Planning and Implementation, Department on Climate Change and Climate Change Adaptation, Department on Resilient Cities and Urban Risk Management, Department on Disaster Risk Management Systems, Department of Public Health in Emergencies, Department of Disaster Risk Assessment and Monitoring, Training Services Unit. With over 100 staff from 19 countries and with professionals with expertise in development planning, engineering, architecture, agriculture, social sciences, health science climate sciences and disaster risk reduction, ADPC has been involved for years in strengthening partnerships between nodal agencies on disaster risk management (DRM) and national agencies of water resource, agriculture, meteorology & hydrology, geology, physical planning, development planning & financing etc and other sectors for effective integration and institutionalization of DRR in development planning processes.</p>	
Duties and Responsibilities:	
<ul style="list-style-type: none"> Analyze relevant science-based information to create hazard zonation maps, vulnerability and risk information, and hazard-specific decision support products for utilization by stakeholders at all levels (community, city/local government, Provincial and National governments) including sector specific stakeholders (such as agriculture, water resources, urban development, natural resources, environmental management, health, etc) Analyze hazard, vulnerability, and potential impacts to different sectors based on subject-specific 	

information in order to design appropriate disaster risk reduction interventions and climate change adaptation measures to suit all levels (community, city/local government, Provincial and National governments)

- Develop DRR/climate change adaptation strategies and identification of risk management opportunities to address residual risk within different eco-systems to minimize socio-economic effects on lives, livelihoods, food security, economic assets and infrastructure
- Package scientific and technical information in assessing risk, risk communication and gap analysis
- Analyze socio-economic and physical vulnerabilities to the changing climate and natural disaster risk environment, utilizing results from research on historical impacts, current adaptation /coping strategies and policy and institutional landscape, and changing socio-economic conditions (population growth, urbanization, economic growth, consumption trends, environmental degradation, etc.)
- Provide technical inputs in development and delivery of training & capacity building programs on the subject to enable user institutions and communities to translate risk information and apply decision support tools for DRR and CCA
- Assist in developing strategic approach to achieving program goals and sustainability of the DRR and climate risk management programs undertaken by ADPC
- Assist in increasing the program outreach through development of new partnership, programmes, engagement in advocacy, assistance in fund mobilization, enhancement of existing partnerships and development of new partnership to increase the outreach.
- Provide guidance, technical advice to members of the Bangladesh project office to ensure their integration with ADPC regional initiatives such as project implementation, training & capacity building, information exchange, and development of disaster networks
- Coordinate program implementation with all project managers and team members attached to ADPC Bangkok office
- Conduct program monitoring and evaluation activities, manage result systems and report to Department Head responsible for the specific department
- Other duties and responsibilities as assigned by the Executive Director or Director or Department Head responsible for the specific department

Supervisor(s): Director/Department Head

Required Qualifications / Selection Criteria:

Qualifications and experience:

- Doctoral or Master's degree in one or more subjects such as Geotechnical Engineering, Civil/Structural Engineering, Earthquake Engineering, Hydraulic Engineering, Geology, Climatology, Meteorology, Hydrology, Land-use Planning, Disaster Management, or other related fields
- At least 5-10 years experience in the related technical fields, of which a significant time should be at an international level in a senior management position in a comparable organization
- broad understanding and interest in developing new programs and projects to cover Risk Management disciplines
- Knowledge of the UN Systems, international and regional disaster management systems, or working experience with the National Disaster Management Offices in the Asian region or UN agencies would be an advantage

- Experience in science-based hazard, vulnerability, and risk assessments would be an advantage.

Training skills and knowledge

- Demonstrated knowledge and understanding of subject specific information generation and applications in disaster risk reduction
- Demonstrated knowledge and understanding on impacts of multi- hazards on societal systems
- Demonstrated knowledge and understanding of hazard-specific information application, translation / interpretation and dissemination to all levels including sector specific stakeholders
- Excellent English proficiency in oral and written communication, including a demonstrated track record in technical report writing and ability to communicate technical matters effectively to general audience

Personal Qualities

- Self-motivated, pro-active and takes initiative
- Demonstrated ability and plan and organize work and time independently
- Excellent interpersonal skills, team-oriented work style, and experience in working in a multi-cultural environment
- Strong desire to learn, undertake new challenges, must be a creative problem-solver, must have self confidence, willingness to work hard, good sense of humor but with seriousness about the quality and excellence of work.

Contract

One (1) year contract with possibility of extension