

TEARFUND JOB PROFILE

ROLE	Disaster Risk Reduction Advisor
PROGRAMME	Sudan
LOCATION	Nyala with frequent travel to the field sites
DATE REVIEWED	January 2012

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Disaster Risk Reduction Advisor is responsible to provide technical support and advice to Tearfund field staff and partner organisations for a specific sector for the design, implementation management, monitoring and evaluation of projects across Tearfund partners and a Tearfund DMT programme, operating in Darfur and potentially the wider Sudan. The Technical Specialist is responsible for coordination of Tearfund's sector activities with the UN, NGOs and Government and for participating in external advocacy activities within their sector, within the UN, NGO and Government community.

2. POSITION IN ORGANISATION

- Grade: A3
 - Deputy Programme Director Programmes
 - Direct Reports: None
 - To work in collaboration with Area Coordinators, DPDP and other advisors in undertaking mutually agreed assignments
 - Dotted line relationship with Tearfund MSPM, MEO and project managers
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3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- Help to shape the overall strategy for a Tearfund operational programme as articulated in the Programme Framework (PF), and ensure that programming in the specific sector reflects this strategy.
- Monitor the humanitarian situation and potential future scenarios with respect to the sector, providing detailed reports and analysis, recommending to partners and the Tearfund senior management team appropriate sector-related responses.
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst sector staff and facilitate input from sector staff in the strategic planning process.
- Represent the sector in SMT discussions, reviewing progress against strategic objectives, budget expenditure, Human Resources, and any other sector concerns.

4.2. CAPACITY BUILDING AND SUPPORT

- Facilitate or provide technical advice, training and mentoring to staff of DMT and partners in order to improve the technical quality of project implementation.
- Facilitate relationship building with Tearfund partner organisations in Darfur and the wider Sudan, and collaborative work including technical capacity support, capacity building, shared learning and mutual encouragement.
- Notify of any potential funding opportunities and where needed, work together to produce concept notes and proposals.
- Encourage partners by making them feel that they are being cared for, prayed for and listened to.
- Provide in house training on DRR, for example in terms of PADR, community approaches to disasters and Climate Change.

4.3. PROJECT / SUPPORT FUNCTION MANAGEMENT

- Lead, or assist and advise project staff and Tearfund partners on sector data collection and analysis through participatory needs / vulnerability & capacities assessments, baseline surveys, and end of project surveys of affected communities.
- Provide technical assistance and, where required, lead on project design and proposal and budget preparations for institutional and private donors to meet identified needs and strengthen local capacities within the sector.
- Develop, design and produce sector specific strategy and methodologies, resources and materials, contextualised and appropriate, for use by the project teams.

- Advise on the implementation of project interventions to achieve project outputs and objectives, including regular monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Provide formal and informal training sessions for sector and project staff to improve their awareness of and skills with respect to implementation of sector activities, and provide on going mentoring to specific key staff
- Lead, or advise and participate in end of project learning reviews and evaluations as appropriate and in the analysis of results.
- Provide support, and as necessary lead, on ensuring the timely compilation of situation updates, monthly and other narrative / financial reports for field, Head Office, and donors.

4.4. CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring health and safety is considered in implementation of sector activities, ensuring policy is understood by staff
- Responsible for induction of sector project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- In conjunction with the Finance Manager and finance staff, ensure financial management for sector activities is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems for sector activities (procurement, transport, storage, communications, etc.) are in accordance with Tearfund logistics systems and policies.
- Ensure effective sector filing and archiving procedures are implemented

4.5. TEAM MANAGEMENT

- Assist DMT and partners with the recruitment, briefing and induction of appropriate sector staff.
- Support the Area Coordinators' leadership to the sector teams, ensuring clarity over sector plans and priorities within projects, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Support Tearfund's performance management system by contributing to objective setting, probationary reviews, and performance appraisal feedback for dotted line project staff
- Support the implementation of Tearfund's staff development policy, including personal development planning, across project teams in a way that is consistent and transparent.
- Provide spiritual leadership to the programme team and pastoral support where appropriate.

4.6. EXTERNAL REPRESENTATION

- Represent Tearfund and Tearfund partners to other NGOs and UN agencies, ensuring coordination and constructive working relations, and attending relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Develop and oversee the implementation of policy influencing (advocacy) activities for the sector at relevant local and regional levels, in consultation with the Programme Director and DPDP.
- Actively lobby for more attention for DRR and CC in Sudan, working with the GoS, UN and NGO partners.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Disaster Risk Reduction Specialist

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant Sector. 	<ul style="list-style-type: none"> • Management qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven sector experience. • Experience in the following areas <ul style="list-style-type: none"> ○ Strategic planning ○ Project design and planning ○ Project implementation ○ Working in collaboration with other organisations 	<ul style="list-style-type: none"> • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Training and Facilitation skills • Excellent written and verbal communication skills • Strong analytical and problem solving skills • Proposal and report writing skills • Negotiation skills • Networking and representation skills • Collaboration and team-building skills • Computer literate • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> • Training and mentoring skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Diplomatic and determined • Willingness to travel across the programme and live in basic conditions 	<ul style="list-style-type: none"> • Networking • People developer and motivator