



POSITION DESCRIPTION

Updated: June 2012

The Asian Disaster Preparedness Center (ADPC) welcomes applications from qualified practitioners and professionals working in Cambodia with experience in Emergency Response Capacity enhancement of Humanitarian NGOs to serve in the Cambodia project office team. Please indicate the professional affiliation and Position Title in the cover letter clearly.

Position Title: National Project Coordinator-Cambodia	Grade / Levels: Project Manager
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Department/unit: As per relevant qualification and experience the candidates will be assigned to Training Services Unit (TSU)

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.

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

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 & Monitoring, and 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.

- Duties and Responsibilities:**
- Assistance in Developing strategic approach to achieving project goals and sustainability of project efforts
 - Provide technical resource inputs in activities such as training needs assessment, material development, capacity building & training ,

- Guidance to partner institutions in improving the humanitarian assistance during disasters, humanitarian accountability and enhancement of response capacity at national, sub-national up to local levels
- Liaise with the National Disaster Management focal point of the Government to improve the coordination between government and humanitarian NGOs in responding to disasters
- Assistance to project team for development of training materials and training aids, Training curricular, periodic review of existing training material to suit the project needs
- Coordinate with project team in ADPC and provide necessary support in implementation of the project
- Conduct program monitoring and evaluation activities, contribute in achieving all expected results, develop progress reports
- Assistance in increasing the program outreach through development of new programmes, engagement in advocacy, assistance in fund mobilization,
- Assistance in enhancement of existing partnerships between Humanitarian NGOs and ADPC and development of new partnership to increase the programme outreach.
- Other duties and responsibilities as assigned by the Head – Training Service Unit

Supervisor(s): Unit Head- Training Service Unit (TSU) of ADPC

Required Qualifications / Selection Criteria:

Qualifications and experience:

- Master's level or any other professional degree in one or more subjects such as Social science, natural resource development, Disaster management, land use planning, Environmental Engineering, or other related fields.
- At least 8-10 years experience in Humanitarian assistance and response to disasters and application of hazard specific information in to response Interventions designed to reduce the socio-economic impacts to communities and vulnerability to natural disasters
- At least 5 years of experience in working in Cambodia in a similar capacity
- Proven experience in training material preparation, training & capacity building
- Experience in working with Humanitarian NGOs and Government Disaster Management focal points

Training skills and knowledge

- Demonstrated knowledge and understanding of Humanitarian assistance related International agreements, practices, and policies
- Demonstrated knowledge and understanding on assessment of impacts of hydro- meteorological hazard risk on societal systems
- 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. Proficiency and communication skills in national language will be an added qualification

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 desires to learn, undertake new challenges, must 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