

# JOB PROFILE

<b>JOB TITLE</b>	<b>Disaster Resilience Adviser</b>
<b>JOB GRADE</b>	<b>7 (A2 Equivalent)</b>
<b>DEPARTMENT</b>	<b>CHASE Operations Team, London, UK</b>
<b>JOB FAMILY</b>	<b>Disaster Resilience</b>
<b>FUNCTION OF DEPARTMENT</b>	<b>The Conflict, Humanitarian &amp; Security Department’s Operations Team (CHASE/OT) is contracted through Crown Agents by the Department for International Development (DFID) to provide an operational team delivering advice and assistance on humanitarian issues.</b>
<b>ORGANISATION CHART: The post-holder will report administratively to the Deputy Director Resilience and Learning, but will work day to day to CHASE resilience advisors.</b>	
<b>MAIN JOB PURPOSE</b>	To support DFID in embedding disaster resilience in all its country offices and regional programmes according to strategy and priority.
<b>MAIN RESPONSIBILITIES OF JOB</b>	<p>Working within CHASE’s Humanitarian &amp; Resilience Policy Team, the Adviser will:</p> <ol style="list-style-type: none"> <li>1. Provide advice and support to DFID country and regional offices and national partners to integrate disaster resilience across humanitarian and development thinking, planning and programmes. This will include providing support in: <ul style="list-style-type: none"> <li>• Developing and updating national and localised disaster risk assessments.</li> <li>• Designing disaster resilience strategies for country and regional programmes.</li> <li>• Reviewing existing country and regional programmes and identifying opportunities to learn lessons, improve and further embed disaster resilience.</li> <li>• Developing new programmes specifically supporting disaster resilience and helping to ensure disaster resilience is integrated into the design of new development and humanitarian programmes.</li> <li>• Developing business cases and integrating disaster resilience in Operational Plans.</li> <li>• Designing and rolling out monitoring and evaluation systems related to disaster resilience.</li> </ul> </li> <li>2. Provision of analysis, and identification of lessons learned, best practice and innovation, to enhance and update DFID guidance and advice on disaster resilience.</li> <li>3. Support development of networks, partnerships and alliance with key and prioritised international, regional, national and UK partners to contribute to a better and shared understanding of resilience. Undertake external representation.</li> <li>4. Support to develop a database of disaster resilience experts according to resources.</li> <li>5. Other tasks relating to disaster resilience as requested, including advice to Humanitarian Advisors on resilience programming in emergencies as appropriate. Collaboration with Preparedness Advisors.</li> </ol>
<b>FINANCIAL AUTHORITY</b>	As per the Group Policy and Delegation Rules at Senior Manager Level
<b>KEY RESULT AREAS</b>	

## COMPETENCY PROFILE

<b>JOB TITLE</b>		<b>Disaster Resilience Specialist</b>				
<b>JOB GRADE</b>		<b>7 (A2 equivalent)</b>				
<b>DEPARTMENT/COMPANY/OFFICE</b>		<b>CHASE Operations Team, London, UK</b>				
<b>CORE COMPETENCIES:</b>						
CLUSTER	COMPETENCY	LEVEL See Competency Dictionary				
		1	2	3	4	5
Management of Work	Commercial Sense	√	√	√		
	Client Centred	√	√	√	√	
	Planning & Implementing	√	√	√		
	Quality Focus	√	√	√		
	Knowledge & Information Sharing	√	√	√	√	
	Technical Capability	√	√	√	√	
Personal Effectiveness	Communication	√	√	√	√	
	Analytical & Innovative Thinking	√	√	√	√	
	Decision Making	√	√	√	√	
	Personal Intelligence	√	√	√		
	Leadership & Management	√	√			
	People Development	√	√			
<b>JOB SPECIFICS &amp; CIRCUMSTANCE:</b>						
Requirement		Level				
<b>Qualification</b>		Disaster Resilience advisers are required to have a minimum of a masters degree or equivalent level of academic and professional experience in a subject area clearly related to humanitarian or development work. In exceptional circumstances substantial experience will be accepted in lieu of higher degrees. At least 10 years field experience working on programmes related to disaster resilience in developing countries and/or in fragile and conflict affected environments, is required. It is critical that the Adviser has demonstrable experience in both development and humanitarian programming and is able to think across both types of assistance. Disaster Resilience advisers are required to demonstrate knowledge and experience of technical competencies alongside the core DFID competencies.				
<b>Experience</b>		The six technical competences required of disaster resilience advisers are as follows: 1. Disaster risks assessment and analysis. 2. Planning and managing development and humanitarian programmes. 3. Humanitarian theory, practice and architecture. 4. Disaster resilience theory, practice and architecture. 5. Practical experience of running disaster risk management programmes. 6. Knowledge of the development effectiveness agenda, the international development system, and institutional and organisational knowledge				
Circumstance		Level				
<b>Deployment</b>		The Adviser will need to undertake regular overseas travel to DFID's regional and country offices.				

<b>Skills</b>				
The following specific skills are required for this job, an F, I or E (defined below) is entered against the skill to indicate level required. Foundation (F) - <i>basic operational ability and skills, fundamental knowledge; apply knowledge and skills to straightforward tasks and duties.</i> Independent (I) - <i>takes responsibility for own results; increased expertise and experience; ability to apply fundamental skills to more complex tasks.</i> Expert (E) - <i>acknowledged expert in specialised field; highly skilled professional operator in required job tasks; coaches and advises other</i>				
		<b>F</b>	<b>I</b>	<b>E</b>
<b>Humanitarian Specialism</b>	<i>Design, implement, monitor and advise on effective strategy</i>			<b>X</b>

<b>Project Planning</b>	<i>Design, Work Breakdown Structure Stakeholder Analysis, Resourcing and Exit</i>			<b>X</b>
<b>Project Implementation</b>	<i>Resourcing, mobilising, activity scheduling and monitoring, milestone review and adjustment</i>			<b>X</b>
<b>Project Financial Management</b>	<i>Project budgeting</i>		<b>X</b>	

<b>Job Holder:</b>	<b>Signed:</b>	<b>Dated:</b>
<b>Line Manager:</b>	<b>Signed:</b>	<b>Dated:</b>

## Resilience Adviser CHASE OT

Key Result Areas	
<b>Contract</b>	
1	Contribute to the preparation of technical proposals.
<b>Operational Management</b>	
1	Manage response operations in HQ or the field as required
2	Deputise for the Section Head as and when required.
<b>Corporate relations</b>	
1	CHASE.
2	NGOs, Suppliers.
3	Other Government Departments: MOD/FCO/BIS.
4	UN agencies, Red Cross/Red Crescent.
5	DFID Regional and Country Desk Offices.
6	Press Office.
<b>Reporting</b>	
1	Contribute to daily monitoring, CHASE OT weekly reports, CHASE monthly humanitarian update.
2	Preparation and submission of humanitarian reporting and advice to DFID
3	Activity feedback and reports
<b>Systems maintenance</b>	
1	Contribute to SOP overview and review
2	Project cycle management
<b>Project accounts</b>	
1	Adhere to internal budget and accounting processes where required
<b>Human Resources</b>	
1	Briefing of core team, project staff and consultants in areas of experience and expertise
2	Manage teams at HQ and in the field for disaster impact and needs assessment missions as and when required.
<b>Training</b>	
1	Assist internal and external training in areas of experience and expertise
2	Undertake pre-deployment training where necessary