

Terms of reference: District Disaster Risk Management Coordinator	
Job Category:	District Disaster Risk Management Coordinators
Career Level:	SSA
Job Type:	SSA
Positions:	5
Agency / Project:	One UN Disaster Risk Management Joint Program
City/Location:	Balochistan (Jafferabad, sibi, Lasbella, Kalat, Musakhail),
Country:	Pakistan
Posted On:	06/09/2012
Last Date to apply:	20/09/2012
Experience in years:	5
Duration of Appointment :	31 st December, 2012 from the contract starting date
Expected starting date:	1 st October, 2012

1. Background

The One UN Joint programme component 1 on Disaster Risk Management (DRM) is assisting the National Disaster Management Authority (NDMA) by strengthening the foundations of a disaster risk management system in Pakistan through its four significant outcomes.

National Disaster Management Authority (NDMA) has designated 30 most vulnerable districts for establishment of model District Disaster Management Authorities (DDMAs) under the One UN DRM Programme. The selected districts will be facilitated in strengthening the existing system in utilizing the available resources. The selected districts will be assisted in areas of hazard mapping, establishing viable early warning systems and community involvement for effective disaster risk management. NDMA intends to support communities in order to enhance their coping strategies towards disasters. The focus remains on communities at local level and in particular women children and elderly at village level to alleviate their suffering arising from various types of disasters. Community Based Disaster Management will be integrated in participatory development process.

2. Reporting

District Disaster Risk Management Coordinators (DDRMC) will be based in the District Headquarters and report to the District Coordination Officer (DCO), Director General PDMA, Provincial Disaster Risk Management Coordinator (PDRMC), the Project Support Officer and UNDP under the One UN DRM. The DDRMC will discharge the below given duties and responsibilities under the directions of the DCO who will write his/her bi-annual Performance Evaluation Report, which will be countersigned by PDRMC with second counter-signature by DG PDMA.

3. Duties and Responsibilities

Functioning of the district disaster management authorities:

- Will assist the DCO/DC office to make the District Disaster Management Authority/unit functional, and facilitate coordination with various departments and stakeholders.
- Work in DCO/DC office in developing an annual work plan and budget for the DDMA.
- Work in DCO/DC office for development and preparation of PC-1 for budget allocations to DDMA.
- Assist District Government in pooling resources for establishment of Emergency Operation Center.

Mainstreaming DRR and capacity building on DRR

- Ensure that PC-1s in preparation are sensitized with DRM components.
- Support in establishing DDMA's office along with the appointment of some designated staff.
- Establish district DRM coordination forum involving various departments, I/NGOs and other stakeholders.
- Manage the district level trainings for government authorities and communities on DRM.
- Conduct HVCA exercises using different research techniques and develop at least 1 union council level preparedness and mitigation plans as per context.
- Carry out drills, awareness raising, CBDRM and other planned activities under the One UN DRM programme.
- Conduct trainings on rapid needs assessment and ensure collection of data for databases to facilitate decision making and planning

Early recovery and community restoration cluster support:

- Liaison with respective district/provincial/ federal departments as per requirement.
- Coordinate the early recovery efforts in case of a disaster
- Support the community restoration activities at the district level and attend meetings accordingly and send reports providing data and other information from the field.
- Submit project reports to UNDP as per the schedule and ensure that progress and achievements are highlighted against the outcomes and outputs of the approved project document.

4. Qualifications / Experience

- Preferable experience of 3-5 years in implementing trainings and awareness raising activities on DRM.
- Preferable extensive field experience in disaster environments and an in-depth knowledge of disaster management issues.
- Excellent facilitation skills and knowledge of adult learning principals
- Application of theoretical knowledge in management of multi-disciplinary programs involving government, civil society communities.
- Proven analytical and writing skills.
- Preferable experience of working with government departments and communities on issues related to disaster management will be desirable.

5. Education

Preferably Masters Degree (i.e., at least 5 years of education after high school/12th grade) in social sciences or discipline relevant to disaster management or equivalent

Preferable recognized contributions for the cause of disaster management through professional associations

6. Competencies

- Ability to plan and work independently with minimum supervision.
- Ability to negotiate with counterpart government officials and with other technical agencies;
- Good physical health and ability to live in and travel to local areas with basic travel facilities;
- Positive attitude with a mind set of delivering development services in a most professional manner;
- Excellent skills in technical writing;
- Excellent listening skills;

- Excellent interpersonal skills;
- Experience of directly working with communities preferred.
- Ability to work under stress situations and manage multiple tasks;

7. Language

Fluency in Urdu and English is essential. Ability to communicate in respective local language is desirable and local languages of the districts of interest.

This position is open to applicants of either sex. Preference will be given to equally qualified women candidates. Only short listed candidates would be contacted.