

# Australian Volunteers

for International Development

## Assignment description

Information contained in this Assignment Description is subject to change, as host organisations' needs evolve. Australian Red Cross will work closely with host organisations and volunteers to ensure that key outcomes of roles are updated as regularly as possible.

1. General details	
Position title	Disaster Management and Planning Officer
Advertising title (if different from above)	Disaster Management and Planning Officer
Host organisation	Local Government Unit of Kiangon
Country	<b>Philippines</b>
Location	Kiangon, Ifugao
Duration	9 months
Proposed start date	June 2014
Pre-departure training date	May 19-22 2014
Assignment code	PH58

2. Overview of program
<p><b>Australian Volunteers for International Development (AVID)</b> is an Australian Government initiative to send volunteers overseas. The program is delivered by Australian Red Cross and other agencies.</p> <p>Volunteer assignments are designed to enhance capacity within overseas host organisations. They are aligned with the aid priorities of the Australian Government and its partner governments in developing countries, as well as the International Red Cross and Red Crescent Movement.</p> <p>The AVID program covers volunteers' airfares, accommodation, living allowances, training, insurance, health and security.</p>

3. Overview of organisation & assignment
<p>The office of the Local Government of Kiangon in Ifugao is responsible for the formulation, implementation, monitoring and evaluation of disaster risk reduction programs, plans, projects and activities of the municipality.</p> <p>Under a new mandate for local government units through the Disaster Risk Reduction Management Act, provinces, cities, and municipalities now play a greater role in building the disaster resilience of communities and in institutionalising measures for reducing disaster risks, enhancing disaster preparedness and response capabilities.</p> <p>The new act places particular emphasis on local government units to develop a pro-active approach in disaster preparedness and mitigation. They are required to develop their knowledge, capacity, and systems to manage potential disasters in their areas.</p>

### Overview of the program

The primary purpose of the Municipal Disaster Risk Reduction and Management Office is to formulate and implement a comprehensive and integrated Disaster Risk Reduction Plan and to be responsible for the coordination and implementation of disaster management, in the planning, incident and recovery phases in the town of Kiangan.

Following the new mandate for local government units, the Municipality of Kiangan through the Municipal Disaster Risk Reduction and Management Office envisions developing a disaster action plan as well as build its capacity in disaster risk reduction.

### Overview of the AVID assignment

The province of Ifugao faces a lot of development issues, foremost of which is its vulnerability to natural disasters, including mud/landslides and flooding.

The AVID volunteer will work towards strengthening the local government's capacity in disaster risk reduction through the development of a disaster plan for the municipality. In the long term, the plan will contribute to improved local disaster resilience and improved community preparedness and hence reduced losses due to disasters.

The volunteer will work with the Planning Unit of the Municipal Disaster Risk Reduction and Management Office, focusing on action planning for disaster mitigation. This will involve both practical, community-based activities and more strategic government level approaches. The Municipal Disaster Risk Reduction and Management Office recognises that there is both a natural and human element to many disasters, and planning will focus on creating a positive human impact.

## 4. Expected Outputs and Key Relationships

### Expected outputs of this assignment:

1. Strengthened strategic planning capacity of Municipal Disaster Risk Reduction and Management Office staff
2. Strengthened awareness in disaster risk reduction aimed at community members
3. Disaster plan developed for the Municipality of Kiangan

Volunteer's supervisor

Executive Secretary

Counterpart / other staff

Project Assistant/Disaster Risk Reduction and Management Technical Working Group Member

## 5. Volunteer requirements

<b>Essential:</b> Personal attributes	<ul style="list-style-type: none"> <li>• Self awareness and cross-cultural sensitivity</li> <li>• Commitment to sharing knowledge and skills</li> <li>• Flexibility and adaptability</li> <li>• Resilience and ability to manage stress</li> <li>• Willing to be based in a remote rural location</li> </ul>
<b>Essential:</b> Skills or experience relevant to assignment	<ul style="list-style-type: none"> <li>• Experience in developing strategic plans, particularly those that have an environmental or disaster risk reduction focus</li> <li>• Experience engaging and mobilising participants in community-based projects</li> <li>• Experience in communication for behaviour change or development</li> </ul>
Qualifications	University degree or specialised training in disaster management and all its phases or equivalent professional experience
Language skills and level required	

<b>Desirable:</b> Further attributes, experience, skills or qualifications	<ul style="list-style-type: none"> <li>• Experience working with Red Cross Red Crescent or other humanitarian aid organisations</li> <li>• Strong listening and communication skills, resourcefulness, initiative, maturity, honesty and integrity</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Prior to mobilising all Australian volunteers are required to complete Australian Standard HLTF311A – Apply First Aid</li> </ul>

## 6. Location and facilities

The town of Kiangan is located in the Province of Ifugao. It is the oldest town of the province and is part of the Ifugao Rice Terraces, a UNESCO heritage site. Kiangan is an eight-hour drive north of Manila. It is a mountainous region, heavily covered by natural forest and home to indigenous people of Cordillera and Northern Luzon.

The volunteer will be given a workplace with table and chair, access to computer, internet and other office facilities.

There are houses and apartments available in Kiangan. Assistance with the identification of suitable, secure and affordable accommodation will be provided by the Country Manager and the HO.

## 7. Assignment support

All AVID volunteers are provided with the following:

- Return airfares to country of assignment
- Fortnightly living allowance (based on cost of living, adjusted for urban and rural areas)
- Accommodation allowance
- Pre-departure training and in-country orientation (including language training where necessary)
- Travel and life insurance
- Health & security support (including 24-hour emergency contact)
- In-country contact point

For more information visit [www.redcross.org.au/support-and-preparation.aspx](http://www.redcross.org.au/support-and-preparation.aspx)

**Other support mechanisms**

- Quarterly review with the Country Manager
- Will be invited to attend team meetings with office staff
- Will function as a part of the Planning Council

## 8. Local culture and language

General advice for the Philippines

- Filipinos have a reputation for tolerance. However, visitors should be sensitive to their often highly developed sense of personal pride and honour, and seek to avoid giving offence.
- The best way to behave at both business meetings and at street level is with good humour, courtesy and a willingness to smile, and by generally demonstrating a calm and relaxed attitude.
- Pointing is considered rude. People often indicate objects or directions with a glance or a pursing of their lips.
- Be aware that Filipinos smile constantly, and may smile or laugh at times that Westerners find inappropriate. Smiles hide embarrassment and discord.
- There is little anti-foreign sentiment, despite the country's ambiguous attitude towards its colonial past and relations with the US and Europe. Nevertheless, nationalist sentiment remains, and visitors should be careful to respect local sensitivities over their country's history and actions.

Main language(s) spoken in the community	Tuwali, Ilokano, Tagalog
Main language(s) spoken in the workplace	Tuwali, Ilokano, Tagalog and English

## 9. Health and safety

Many developing country contexts are challenging. You will face different, usually higher, physical and mental health risks than at home. As an Australian Volunteer for International Development, you will be required to have a good level of fitness, health and resilience.

You may be required to live and work in basic facilities and use local public transport. You may not be able to access the range or high quality of health services and facilities you are used to, and may not have ready access to a tertiary hospital, specialist doctors, or reliable supplies of your usual medication.

If you have a pre-existing health condition which requires ongoing treatment and regular medical checks, especially if it involves a risk of a medical emergency, consider carefully whether this type of work is appropriate for you. Seek early advice from your own treating doctor, ensure your condition is optimally controlled, and update your health management plan with your doctor prior to starting the Australian Red Cross health clearance process. For many pre-existing conditions, we will require a detailed medical report from your treating doctor. Please contact us if you have any questions or concerns.

Australian Red Cross maintains strong policies on the use of vehicles, including motorbikes requiring at a minimum that users have a full Australian or New Zealand (not learners or provisional) license for the type of vehicle being operated, and in some locations and situations vehicles cannot be operated. Consideration should be given to this if volunteers intend to operate any vehicle or motorbike on assignment.

For further information refer to [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au).

## 10. Child protection

Australian Red Cross is a child-safe organisation and is committed to the prevention of abuse and neglect of children and young people. As part of the recruitment process, all candidates will be screened and assessed for suitability to work with children. Volunteers must make themselves aware of Section 6.9 of the AVID Code of Conduct and associated policies and documents for Child Protection.