

Job Profile – Disaster Risk Reduction Delegate (Philippines)

Salary band	Grade 4	Reference	
Area / Department	Recovery / Disaster Management	Territory / Division	International
Work location	Ajuy, Iloilo, Philippines	Reports to	BRC Recovery Programme Manager
Role duration	6 months (extendable with mutual agreement)	Last updated	15 December 2014

Scale and scope of role

Direct reports	0	Indirect reports	0
Budgetary responsibility / accountability	N/a	Accountability for other resources	N/a
Reach and impact	The main focus of the role is the design, planning and start-up of the Disaster Risk Reduction and Management (DRRM) component of the Ilo Ilo Recovery Programme, including developing the capacities of PRC national staff.		

Context

The British Red Cross (BRC) helps people in crisis, wherever and whenever they are. We are part of a global voluntary network, responding to conflicts, natural disasters and individual emergencies. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives. Within the UK, the British Red Cross operates through about 3,000 staff and over 30,000 volunteers.

The Typhoon Haiyan response in the Philippines is a major emergency context with BRC providing support to the Philippine Red Cross (PRC). BRC is seeking in 2015 to expand its recovery programme beyond household-level recovery to support the creation of more resilient communities by establishing a dedicated DRRM project team. Based in Ajuy, Iloilo this role will be part of BRC's Operational Support Team in the Philippines and will work closely with the Regional and Technical Advisory teams in the UK.

Scope

The post holder is managed by the BRC Philippines Programme Manager based in Iloilo, Panay Island and is responsible for the design, planning and initial implementation of the

DRRM programme component of the Ilo Ilo Recovery programme, working closely with the Philippines Red Cross (PRC). The position also supports the identification, induction and training of local staff to ensure the management continuity and overall sustainability of the programme the start-up phase.

Overall purpose of the role

- > To manage and develop agreements, plans and resources related with the DRRM component within the overall recovery programme in Iloilo, Philippines.
- > To ensure compliance with BRC and PRC DRRM frameworks, ensuring that the project design is robust enough to meet technical requirements of the component yet flexible to enable regular revision by the partners.
- > To contribute to the overall programme goals by supporting and advising programme staff and senior management in all DRRM and related activities. To work as a dedicated resource to deliver against the programme purpose and objectives, operating within an agreed programme framework and in close coordination with BRC and partner technical advisors (DRR, Shelter, Livelihoods and others).

Main responsibilities and duties (in priority order)

1. Planning & Design

- > To lead and be accountable for the development of the joint BRC/PRC DRRM plan in line with the strategic plans of the PRC and the priorities of the national DM system .
- > To lead and be accountable for the initial implementation for the above mentioned project component, developing a working plan, a Gantt chart and a budget, including detail of the tools, methodology to and resources required.
- > To ensure that interventions are people-centred and demand-driven, with appropriate participatory, accountability and beneficiary communication mechanisms embedded in all aspects of project design and implementation and well balanced with NS core strategic interests and capacities.
- > To identify and engage relevant local and national stakeholders in the design of the programme.
- > To incorporate in the plan the appropriate compliance and measurement mechanisms, including monitoring, review and evaluation tools in line with the overall recovery programme standards and methodologies.

2. Implementation start up

- > To review existing data and carry out more detailed assessments as necessary.
- > To identify and engage relevant local and national stakeholders in the implementation of the programme.
- > To support the PRC in negotiating and setting up agreements with national and local authorities relevant for the achievement of the key programme components.
- > To develop clear, accountable and inclusive community selection criteria alongside local stakeholders and use them to select and rank the communities in the programme area of intervention.
- > To identify and budget for the physical and material inputs required to ensure a successful implementation, including making the necessary preparations for their procurement.

3. Capacity building & training

- > To assess project and chapter DRRM capacity building needs and priorities, develop a capacity building plan to fulfil them and initiate activities to ensure that all necessary systems and resources for successful implementation and sustainability are in place.
- > To support the BRC Philippines Programme Manager in the identification, induction and training of a national DRRM counterpart.
- > To provide on-going coaching support to the PRC counterpart(s) in both programmatic and technical issues as required.

4. Continuity, sustainability & hand-over

- > To prepare detailed handover notes to ensure management and implementation continuity, sustainability and exit strategy of the DRRM plan, including competencies required optimal DRRM team composition and long-term capacity building considerations.

5. Learning

- > To ensure knowledge is transferred within the programme, between BRC operations and in the wider the Movement, by documenting and disseminating appropriate best practice and lessons.

6. Other

- > Work closely with other BRC staff in Iloilo, Manila and London.
- > Work closely with the Philippines Red Cross, the International Federation of Red Cross and Red Crescent Societies and other Partner National Societies.

- > Undertake any other appropriate duties that may be required by the BRC Philippines Country Representative.
- > Work within the Programme and Philippines Security Guidelines.

Outputs

- 1) A **DRRM plan** covering:
 - Analysis of primary and secondary data
 - Set Goals and Objectives;
 - Program Approach and Methodology;
 - Budget and M & E Framework;
 - Team structure and integration with other sectors
- 2) A **Master Plan of Action (POA)** with timeline, including coaching and support for the individual work plans aligned with it.
- 3) A DRRM **training curricula** covering three levels
 - Recovery Programme staff and RC Volunteers
 - PRC staff at the Ilo Ilo chapter level
 - Local Government Unit staff and communities leaders.
- 4) An assessment of the **competencies** and the team composition **required** to deliver the DRRM outputs and outcome.
- 5) Regular reports and a detailed **handover report**, detailing sustainability, exit strategy and long-term capacity building elements relevant for the overall success of the DRRM component of the Recovery programme.

Accountability

1. Ensure that programme beneficiaries are consulted in design, implementation and where possible monitoring of the programme and that basic programme information is openly shared.
2. Ensure efficient and effective management of all BRC project resources.
3. Ensure compliance with BRC procedures, regulations and policies in the area of operation. In absence of stated policies and regulations, seek necessary guidance from the Programme Manager.

Lateral relationships

1. Manage programme relationships and communications with key internal and external stakeholders, ensuring due consultation and co-ordination with the PRC Chapter in Iloilo, Local Government units in the region and the IFRC operation in the Philippines.
2. Support the development of relationships between the PRC, the BRC and Local Government Units in Iloilo.

- The delegate will use all relevant BRC and PRC methodologies, tools, formats and standards.

Person Specification

	Requirements
Education & training	<ul style="list-style-type: none"> > Advanced qualification in Disaster Risk Management; Advanced qualification in a relevant social science subject (eg Development Studies) or equivalent experience*
Experience, Skills and Knowledge	<ul style="list-style-type: none"> > Field experience of community-based disaster risk reduction design, implementation and monitoring in a context of development** > Field experience of institutional capacity building and training local staff and volunteers in disaster preparedness* > Experience of working with local governments and within an NGO context > Experience and thorough understanding of the Asian region > Experience of working within the Red Cross Movement > Fluent in English*
Personal Skills	<ul style="list-style-type: none"> > In good mental and physical health* > Proactive, highly motivated and able to work under pressure. > Strong analytical, organisational and reporting skills* > Ability to communicate, coach and support local staff > Security aware > Computer literate (Microsoft Office, , MS Project & Visio)
Additional requirements	<ul style="list-style-type: none"> > Uphold the Fundamental Principles and act with integrity, in accordance with the Society's obligations and values (inclusive, compassionate, courageous, dynamic)* > Ensure anti-discriminatory practice and promote diversity > As this post will be predominantly field based, this post is not an accompanied position

*N.B. All disabled candidates who meet the minimum criteria, denoted by * will be short-listed for interview in line with our commitment under the two-tick symbol scheme.*