

Nepal Red Cross Society

Urban DRM Project
Birendranagar, Surkhet

JOB DESCRIPTION

Post: District Project Coordinator
Level: 6 (Six)
Component: Disaster Risk Management
Station: NRCS DC, Surkhet
Accountable to: Program Coordinator, NRCS DM Department

The position is concerned with the implementation of overall activities of the urban DRM project which is going to be implemented in Birendranagar municipality of Surkhet district in collaboration of NRCS HQs and Swiss Red Cross at centre level and with Birendranagar municipality, Environmental Development Society (EDS) and NRCS DC Surkhet at local level.

The employee is expected to work with the highest degree of moral behavior and conduct adhering to the Red Cross Movement Code of Conduct and seven principles. The code of conduct is integral part of the working contract.

The District Project Coordinator will responsible to overall implementation of the project through facilitation, technical backstopping and coordination at municipality, community and NRCS DC and other relevant stakeholder's level. The District Project Coordinator will play role to promote multi stakeholders approach and to increase ownership of local level stakeholders with meaningful financial and other contribution in the project while implementing the project in close coordination with Senior Officer. The detail main responsibilities of the District Project Coordinator will be as follows:

Main responsibilities

-) Take full responsibility to UDRM project implementation with effectively and timely manner
-) Develop overall project implementation plan at municipality level and community level in close coordination with local level stakeholders/partners and implement the activities of the project as per the project document.
-) Frequent communication and coordination with NRCS HQs and CEHP on programmatic issues
-) Coordinate with DDRC, LDMC, CDMCs, municipality, ward authorities, user groups, schools and other relevant authorities and stakeholders while executing the activities.
-) Maintain coordination with NRCS DC/SC ~~and~~ EDS, and communicate appropriately as and when required.
-) Mobilize DC staffs, social mobilizers and volunteers to execute the planned activities.
-) Organize and conduct awareness raising campaigns on DRM at municipality and community level ensuring active participation of key stakeholders and partners.
-) Support municipality to conduct cleaning campaign regularly and effectively.
-) Support to collect /design IEC materials and ensure proper utilization of them to inform, educate, and empower people about DRM.
-) Support to conduct various trainings, workshops and orientation sessions at municipality, NRCS DC and community level of the project area.
-) Ensure the technical support from municipality and DEO/DFO during the selection of sites, methodologies, and implement the activities with quality work while conducting mitigation activities at communities and schools.
-) Support to formulate/update of community action plans, school safety plans and ensure their effective implementation and raise advocacy for the sustainability.

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-) Support to prepare accurate and reliable financial reports in close coordination with the Administrative and Finance team of the project.
-) Write report as required incorporating into the monthly and other periodic reports and constantly submit the performance report of the project to NRCS HQs and other relevant.
-) Ensure adequate documentation through videos, photos and other appropriate medium of the outcome of the project.
-) Mobilize the resources to their optimum potential to achieve the targeted result of the project.
-) Conduct periodic monitoring of the activities and ensure the desired quality with proper reporting.
-) Constantly monitors sustainability elements of the DRM project to ensure expand or up scaling of the project.
-) Follow the policies, guidelines of NRCS and Project Grant Agreement during the program implementation
-) Contribute to the development of relevant knowledge products.
-) Explore possibilities for implementation/operational researches.
-) Perform any other project related duties and responsibilities as per requirement.

Performance indicators:

-) Task performed as assigned by Program and Department
-) Project/activities implemented as per calendar of operation.
-) Timely communication and coordination
-) Specified quality achieved as prescribed in the project.
-) Quality reporting to the concerned in time
-) Staff motivation
-) Any innovation related to the project.
-) Publication of operational researches.

Selection Criteria

-) Minimum Bachelors level or equivalent qualification in any subjects, preferably in Disaster Management with three years' experience in DRR/DM. Bachelor degree in Disaster Management, Civil Engineering or relevant subject from reputed institution.
-) At least 2 years of work experience in the sector of Disaster Risk Reduction/Management (DRR/M) in I/NGOs or similar organization.
-) Experience in Urban Disaster Risk Reduction sector will be an advantage.
-) Proven track record of achieving results and of community based monitoring skills.
-) Sensitivity to gender and diversity issues.
-) Strong computer knowledge in Office package (MS Word, MS Excel, MS Power point) and use of email and internet.
-) Ability to use mobile base tools as and when required.
-) Well report writing and documentation skill.
-) Strong interpersonal and information skills to work as part of a team and maintain effective working relations with multicultural and multi ethnic teams, including working with partner organizations.
-) Good communication skills with fluency in written and verbal English and Nepali.
-) Ability to work under pressure and tight deadlines.