

Nepal Red Cross Society

Urban DRM Project

Birendranagar, Surkhet

JOB DESCRIPTION

Post: PMER and Training Officer

Level: 6 (Six)

Component: Disaster Risk Management

Station: NRCS DC, Surkhet

Accountable to: District Project Coordinator

The position is concerned with the implementation of activities related to capacity building of local stakeholders/partners, NRCS DC staff and volunteers and project staff of the urban DRM project in Birendranagar municipality of Surkhet district.

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 PMER and Training Officer will plan and organize the activities adhering with the plan of action of the project and will play facilitating role to implement the activities in close coordination with District Project coordinator and other staff of the project. S/he will coordinate with the communities, resource persons, and other stakeholders to accomplish capacity building activities such as trainings, orientations, workshops, simulation at municipality and community level focusing on capacity of CDMC and various task forces. The detail main responsibilities of the position will be as follows:

Main responsibilities

- Take full responsibility to monitoring and evaluation related activities.
- Prepare effective plan for the various trainings, workshops and orientation activities of the project according to the plan of action of the project.
- Coordinate and communicate with training focal person of DM Department for ensuring the quality of trainings and technical inputs.
- Organize the trainings, workshops and orientation sessions at municipality, NRCS DC and community level of the project area.
- Ensure the proper selection of the participants in the training emphasizing the participants from marginalized/minority groups and women.
- Develop and design new training materials. Oversee the design and/or revision of project curriculum materials.
- Develop term of reference for the various resource persons as per trainings need of the project.
- 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, EDS, NRCS HQs and CEHP team members and communicate appropriately as and when required.
- Support to run the DRR/CCA learning center established in municipality in collaboration with information officer of municipality.
- Mobilize social mobilizers and volunteers to execute the planned activities in close coordination with Project Officer.
- Collect /design IEC materials and ensure proper utilization of them to inform, educate, and empower people about DRM.
- Design and develop survey and qualitative study tools as required through consultation with project teams and partners.
- Conduct systematic field-based study in project sites to produce best practices, case stories and evidences for advocacy.

- Facilitate for implementation of capacity building activities of the project staff and other community based organizations.
- Write activity reports and support District Project Coordinator to prepare periodic reports of the project.
- Ensure that appropriate data is collected regularly in order to assess project outcomes throughout the project.
- Conduct periodic monitoring of the activities and ensure the desired quality with proper reporting.
- Develop and produce project related newsletters for knowledge and learnings and ensure the proper dissemination to relevant.
- 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.
- Any innovation related to the project.
- Publication of operational researches.

Selection Criteria:

- Minimum Bachelor level completed in Social Science, Development Studies or equivalent from reputed institution.
- Experience for at least 2 years in the areas of similar position in NGO sector.
- Experience in Urban Disaster Risk Reduction sector will be an advantage.
- Strong computer knowledge in Office package (MS Word, MS Excel, MS Power point) and use of email and internet.
- Sensitivity to gender and diversity issues.
- IT skills preferred / Experience in use of mobile based tech.
- 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.