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| JOB DESCRIPTIONJob Title: District Project Officer (DPO)**Project Name: Community Led Disaster Risk Reduction Program (Com-Led DRR)** Level: 6th Department/Unit: Nepal Red Cross Society, Disaster Management DepartmentWorking Station: Community Led DRR Program in District Chapter (Nawalparasi East, Rukum East and Pyuthan) with 50% Field work |
| **1. Position Title** | **District Project officer (DPO)** |
| **2. Purpose of Job** | **Objective of the DPO is** to facilitate the overall program as a focal person on behalf of project at district level. He or She is responsible to achieving objective and goal of project as per as plan of action. coordination/communication, planning, implementation, monitoring and supervision and recording/reporting, documentation to meet the goal/objectives and outcomes of the program with ensuring the quality works.  |
| **3.Reporting to** | **Program Coordinator (PC), NRCS DM Department** |
| **4. Outline of responsibilities and tasks** | **A. Planning and Implementation*** Planning the program kick up meeting and organize
* Sharing PoA and project documents to DC and steering committee
* Conducting steering meeting, sharing minute to DC and HQs
* Developing implementation plan and conducting
* Implement the project activities based on log frame, program implementation guideline, plan of action and community need with wider participation of all stakeholder
* Developing procurement plan as per as define structural activities and take responsibility of logistic management for each such programs
* Supporting to district chapter for developing guideline and policies (e.g, development plan, resource mobilization plan etc.)
* Prepare a plan of training and seminars to be organized at the community, district and work as resource person as per need.
* Planning handover and exit strategies and conducting

**C. Monitoring and Supervision*** Monitoring and guidance to program staffs and performance ( F.S, Admin and finance, junior engineer and SM)
* Monitoring and supervision of ComLed DRR project achievement and process.
* monitoring and support to district chapter and SC program activities (structural and non-structural activities of the project and partial supported activities)
* Support to DC executive for sharing field monitoring report as per as monitoring plan
* Monitoring of finance expenditure and report

**D. Coordination & Communication** * Close coordination with NRCS DC exécutive, SC and HQs level
* Coordination with district level government and non government organization for meaningful collaboration and making ease to project implementation ( DAO, DEOC, DCC, DLSA, NGO fédération, private sectors, PGI related organization, WASH division)
* Regular coordination and sharing information (Virtual communication) with HQs project team
* Coordination with RM/Municipality authority for partnership, implementation and sustainablity
* Coordination with LDMC and relevant local stakeholders during the field monitoring .
* Study the possibility of early warning systems existence and maintain the proper coordination with district level stakeholders to establish early warning system in project area of the district.

**E. Data management, Documentation and Reporting*** Provide regular reports (financial & progress) based on agreement and need timely.
* Understanding monitoring and reporting indicators to develop monitoring system in DC level as per project document.
* Capture success stories and lessons learned in each phase of project implementation and maintain documentation ( e.g. livelihood beneficiaries, WASH beneficiaries, mitigation, EWS, capacity building of DC, SC LDMC, best practices and lesson learned of participation and partnership)
* Mapping of early warning actors in the District and see the possibility of its linkage in the program and implement.
* Ensure the participation of hard to reach groups, poor, socially excluded and marginalized group in every steps of project cycle (assessment planning, implementation and evaluation) considering the gender balance.

**F. DC and SC Capacity building** * Existing capacity assessment, gap analysis and planning
* Developing proposal and recommendation for building capacities
* Feedback and monitoring for structural and nonstructural activities of DC and SC
* Team building and division of tasks among district level project team.
* Developing guideline and policies of DC and SC as per as assessment and gaps
* Develop interpersonal and organizational relationship for building the capacities of DC and SC

**G. Others.** * Assist NHQ in preparing and revising/updating the program guidelines, policies, IEC materials and training manual.
* Participating on different meeting workshop and training with respect and supporting for project, DC or SC
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| 5. Person Specification**5.1 Qualifications*** Bachelor's level or equivalent with 5 years of work experiences in officer level in DRR field
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| * 1. **Experience**
* Experience in the community based disaster risk reduction and field experience
* Experience in program monitoring and evaluations
* Experience in coordination and communication with line agencies inside the organizations as well with government organization and NGOs
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| * 1. **Skills**
* Innovative and creativeness
* task performed as assigned by Program and Department
* Monitoring and supervision skills and demonstration
* Properly and timely managed program and budget at district level
* Well run administration at district level
* Timely and appropriate decision
* Good coordination, communication and Interpersonal relationship skill in and out of society
* Project implemented as per calendar of operation and action plan
* Report writing skills
* Good speaking and writing Nepali and English language
* Positive and kindness
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| * 1. **Working environment, circumstances and supervision:**
* Office will provide the basic materials, equipment and enabling environment required for the proper implementation of the project.
* Work performance of the PC will be carried out by Program Coordinator.
* The staff is accountable to work within the circumstances of NRCS administrative policy, constitution and other related policies/guidelines
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