

**JOB DESCRIPTION –Project Officer – Disaster Risk Reduction**

**TEAM/PROGRAM: Disaster Risk Reduction (DRR)**

**LOCATION: Suva**

**GRADE:**

**INTRODUCTION**

Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in line with the United Nation’s Convention on the Rights of the Child.

**ROLE PURPOSE:**

The Project Officer – DRR is responsible for implementation of the MFAT Funded El Nino Drought-Proofing Project. The role includes implementation, monitoring and evaluation, follow-up and evaluation of the project. The post is specifically oriented towards the DRR intervention of the El Nino Drought-Proofing response.

**SCOPE OF ROLE:**

**Reports to: Program Manager**

**Staff directly reporting to post: None**

**KEY AREAS OF ACCOUNTABILITY**

1. Ensure community engagement in the project through community consultations in 46 communities, particularly with the Village Disaster Management Committees and ECE Centre Committees
2. Liaison with relevant government departments including the National Disaster Management Office (NDMO) for information sharing about the project
3. Conduct Rapid Assessment of 46 Early Childhood Education (ECE) Centres for immediate El Nino disaster hazards.
4. Conduct workshops based on UNICEF WASH for Schools Toolkit focusing on WASH practices and water management and the use of the tippy tap.
5. Facilitate the build of tippy-taps in the 46 communities, with subsequent training.
6. Facilitate procurement and installation of 31 water tanks and 3 compostable toilets, including sourcing labour from within the designated communities, and transport of materials.
7. Conduct hygiene promotion activities with children from the 46 ECE centres
8. Complete all required paperwork and reports, including monitoring and evaluation, as well as interim and final reports.

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**SKILLS AND BEHAVIOURS - OUR VALUES IN PRACTICE**

**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to

deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:** honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS AND EXPERIENCE**

**Essential:**

- Diploma qualification in Disaster Risk Reduction, Community Development or related field essential, and at least 2 years' experience working in an NGO or corporate environment, with a demonstrated understanding of community development and community engagement
- Proven experience with preparing donor reports and a demonstrated ability in achieving agreed deliverables
- Demonstrated understanding of project and budget management as well as financial monitoring skills
- Substantial experience and knowledge in community engagement and project implementation
- Experience in disaster risk assessments
- Medium levels of computer proficiency including Word and with the MS Office suite in general
- Prior experience working in a fast paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs
- Strong interpersonal, oral and especially written communication/reporting skills, relationship building skills, and the ability to influence and negotiate with a range of diverse stakeholders
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Commitment to and understanding of Save the Children's aims, values and principles including child rights-based approaches
- Fluency in written and spoken English

**Desirable:**

- Bachelor Degree qualification in a relevant field highly desirable.
- Experience with relevant interagency humanitarian frameworks and applying relevant standards in an emergency response
- Fluency in Fijian and Hindi an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

**Additional:**

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- The post holder will be expected to carry out their duties in accordance with the SC Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures.
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance & employment will be measured against KPIs, values and demonstrated behaviours outlined above.

<b>Date of issue: 5/4/16</b>	
<b>Signed: SCF Chief Executive Officer, Iris Low-McKenzie</b>	
<b>Signed: Project Officer - DRR</b>	