

Disaster Risk Reduction (DRR) Coordinator



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<https://shorturl.at/qiYRw>



Organization Background:

Human Development and Community Services (HDSCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for special needs children and community radio stations. HDSCS is committed to attracting and retaining the best employees from all ethnicities, gender and backgrounds in our vision to transform the communities.

Responsibilities:

The DRR Coordinator will be responsible for the development, coordination, and implementation of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) strategies for HDSCS's projects and communities.

The position involves disaster preparedness, disaster management in the event of a crisis, and the implementation of risk reduction strategies for hospitals, community groups, and local schools. The role also includes project management in DRR relevant themes and conducting training to empower communities and staff in disaster preparedness.

Responsibilities shortlist: Disaster Risk Reduction and Preparedness, Disaster Response and Management, Project Management and Reporting, Training and Capacity Building, Collaboration and Advocacy, Monitoring and Evaluation, Further tasks as per need in coordination with line management

Conditions:

This is a full-time position with 40 working hours per week and includes possible overtime in disaster situations. The employment contract will be on a yearly basis, with necessary extensions as per project and organizational needs. The position is based in Kathmandu with frequent travel to HDCS Project and Disaster Response areas.

Qualifications:

- Bachelor's degree or equivalent with specialization in fields such as Project Management, DRR, Administration, Engineering, IT Programming, Social Science, Health, Environmental Science, Economics, or other.
- Minimum 3 years of work experience in the area of project management and/or DRR in development sector
- Experience in DRR sector like Disaster Preparation, Mitigation, Response, Anticipatory Action
- Highly autonomous working style and capacity to co-develop own solutions where there is no pre-determined way
- Strong analytical problem-solving mindset and creativity to develop new systems to the project
- Experience in data collection, administering questionnaires and conducting interviews, data collection and data entry
- Learning attitude and willingness to develop technically
- Strong verbal and written communication skills in English and Nepali

Key Competencies:

- Team Player: Ability to work collaboratively with colleagues, partners, and community groups.
- Leadership and Initiative: Ability to lead disaster management efforts and take proactive steps in risk reduction planning and project design.
- Proven ability in training delivery in variety of contexts
- Communication Skills: Strong communication and interpersonal skills for engaging with diverse stakeholders, including community members and government agencies.
- Passion for Helping the Marginalized: Commitment to helping vulnerable and marginalized communities, in alignment with HDCS's Christian values and mission.
- Flexibility and Adaptability: Willingness to travel frequently to remote and rural areas and work in challenging environments.