**Bangladesh Red Crescent Society**

National Headquarters

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

**Vacancy Announcement**

**Job title : Disaster Risk Reduction (DRR) Coordinator**

**Duration of contract :** Up to December 2019

**Department :** Disaster Response department (PMO)

**Salary :** Negotiable

**Number of Post :** 01

**Age :** 45 years maximum(Age limit will be relaxed in case of potential candidates)

**Duty station :** Cox’s Bazar

**Roles and Responsibility:**

* Support implementing and assessing DRR program/project activities in the different target CAMP and host communities, including regular visits to observe progress of program/project implementation
* Support planning monthly activities as per established targets (monthly, quarterly, annually) and deadlines within the Program/Project Plan of Action in close collaboration with the DRR Manager.
* Support the DRR project team with establishing monthly work plans and ensure that activities are implemented at the field level.
* Report on any activity or target changes/modifications to the DRR Manager.
* Conduct monitoring and evaluation activities to identify best practices or determine areas for improvement.
* Adhere to reporting guidelines for field trips, trainings etc.
* Facilitate with addressing programmatic questions and concerns.
* Manage day-to-day logistics, administration, and personnel activities in accordance with national law and organizational guidelines
* Facilitate and support with the planning of meetings, workshops and field visit as required
* Act as a focal person between the DRR volunteers on field level (CAMP/host community) and DRR Manager to support with project coordination and implementation.
* Ensure quality of work on field level as per set and agreed standards in close collaboration with the DRR Manager and Resilience Coordinator.
* Monitor and supervise on performance of CAMP/host communities volunteers and seeks pro-actively solutions for improvement if needed

**Roles and Responsibilities related to Community Engagement & Accountability (CEA) + Protection, Gender and Inclusion (PGI):**

* Ensure that the Minimum Standards for PGI in emergencies are mainstreamed in the DRR program
* Ensure that all DRR interventions are participatory
* Ensure the active involvement of communities in the assessment of risks and hazards, as well as the capacities they have for dealing with them
* Set up community-based risk-reduction activities to prevent or lessen the effect of expected hazards, risks and vulnerabilities
* Establish and roll out innovative approaches for two-way communication with communities and early warning messaging
* Collect disaggregated data in disaster risk assessments
* Set up community-based Disaster Management Committees and encourage women to participate
* Consult girls, women and people with different gender identities to distinguish and address their risks
* Ensure that DRR personnel have clear understanding about how to identify vulnerable cases and that referral pathways are understood among all DRR staff and volunteers.
* Include cyclone/monsoon hazard awareness and risk reduction at all RC/RC community centres
* Build the capacity of BDRCS to integrate CEA and PGI into their ways of working
* Coordinate CEA and PGI activities in the DRR program with the CEA and PGI teams from IFRC/BDRCS, as well as with external actors from the Communication with Communities working group
* Perform any other work-related duties and responsibilities that may be assigned by the line manager

**Educational Qualification:**

* Graduate degree from a reputable accredited university in in Social Science, Disaster Management, Environmental Protection and/or relevant field is required. A Master’s Degree is preferred.

**Person’s Specifications:**

* At least 3 years experiences working as a professional in the Disaster Management Field particularly community resiliency and community based DRR
* 5 years plus experience with program design and project management; ability to design and manage all stages of disaster risk mitigation, preparedness, recovery and livelihood projects
* Experience collaborating with government agencies, international organizations and working with local implementing partners
* Demonstrated success in proposal writing and securing funding and analytical report writing
* Excellent skills in budgeting and financial management, problem solving, conflict resolution, advocacy, and stakeholder coordination
* Good level of understanding about organizational change

**Knowledge and Skills:**

* Excellent interpersonal skills and able to work effectively in a team and respects opinions of others
* High degree of integrity, discretion, and personal conduct
* Flexible and adaptable to changing working conditions
* Self-motivated and proactive, with good judgment and initiative
* Able to prioritize and meet deadlines
* Good Analytical thinking skills
* Good computers skills (Windows, Spreadsheets, Word Processing)
* Fluent in English and Bangla (written and spoken) required.
* Ability to understand and communicate in Burmese/Rohingya language is an advantage

# Personal Qualities:

* Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
* Act at all times in accordance with the Code of Conduct
* Assist the organization on occasion, in times of national, international, local emergencies or major disasters***Press F11 to fill the form***