# Job Description

**Job title:** Disaster Risk Reduction and Capacity Building Advisor

(Bangladesh & Nepal)

**Grade:** Grade 7 on the Bangladesh National Salary Scale

**Department:** South Asia Regional Office

**Location:** Dhaka, Bangladesh

**Responsible to:** Regional Director, South Asia

**Responsible for:** Some task management of project staff in Bangladesh and Nepal

# Extent of authority

The post-holder will provide technical advice and support to HelpAge International (HelpAge) staff and DRR partners for projects in Bangladesh and Nepal. S/he will also be directly responsible for coordinating and delivering training, learning and reporting elements of the project across the region and with HelpAge’s London HQ.

**Other features of the job**

The post-holder will be based in Dhaka in HelpAge’s Bangladesh Country Office and will be required to spend at least 30% of the time travelling in the field.

# Relations with others

***Internally*** with Line Manager, Country Directors, Regional Finance Manager, Regional Resource Development & Programme Manager, Regional Compliance & Communications Officer, London staff and departments as required.

***Externally*** with HelpAge USA, participating NGOs and INGOs and government ministries and departments in the implementing countries.

# Background

# HelpAge International

We believe age helps. The contribution older women and men make to society – as carers, educators and workers – is invaluable. But growing older is not without its problems.

HelpAge older people claim their rights, challenge discrimination and overcome poverty, so that they can lead dignified, secure, active and healthy lives. Internationally, our work in over 70 countries worldwide is strengthened through our global network of like-minded organisations – the only one of its kind in the world. Rapid global ageing is a key issue for the developing world. One in five people will be over 60 by 2050.

**HelpAge International – Bangladesh & Nepal**

**Nepal:** The HelpAge Nepal country office was established in May 2012 after a decade of ageing and social-protection related research collaborations between HelpAge International and the *Nepal Participatory Action Network (NEPAN*). In Nepal, we strive to promote and strengthen the concept of Active Ageing, where we believe that the ageing population is not one that demands a welfare-based approach but an active age group that can still be enhanced and capacitated to provide for themselves and their families, and contribute to the wider community and society. Active Ageing describes a process of creating opportunities, optimizing participation and ensuring quality of life as people age. We promote and integrate Active Ageing within our country strategy through our programme which encompasses Social Protection, livelihoods, disaster risk reduction, health and care, and advocacy & networking. Currently we work in ten districts of Nepal.

# Bangladesh: HelpAge has worked with partners in Bangladesh since 1991, particularly on monitoring older citizen’s access to rights and entitlements through the establishment of older peoples groups and policy dialogue on social pensions. In early 2009, HelpAge opened a country office to further develop and expand its programme in both longer term development and emergency response/disaster risk reduction work. Our current strategy (2013-2015), seeks to build on the learning and successes of the existing projects; explore new sectors of work such as social protection, health and home care, and DRR; and to build alliances among a range of local organizations interested in ageing issues and enhance communication and visibility in country through the knowledge sharing of all existing programmes and projects.

**Disaster Risk Reduction (DRR)**

Recent years have seen a sharp increase in political, environmental and climate-related shocks, with often profound effects on development programmes. Addressing and reducing risk in HelpAge is seen as integral to our programme and significant progress has been made in developing awareness, understanding and skills in the area of DRR.

HelpAge has the following strategic goals relating to environmental hazard and climate change risk management:

* Build the resilience of older men and women to the impacts of natural crises including the global challenge of environmental degradation and climate change
* Ensure the environmental sustainability and resilience of our organization, projects and operations

Through this project we aim to build on past DRR training in Bangladesh and Nepal and invest further in developing community resilience to sudden onset disasters, focusing on the inclusion of older people in direct response activities and ensuring that the needs of older people are fully taken into account by other actors engaged in DRR. Work on hazard analysis will lead to the development of analytical tools for use by HelpAge, partners, NGOs, INGOs and government departments, as well as contributing to wider debates. Learning, strategies and good practices will be documented and shared to improve our DRR work across the South Asia region.

Our organisational environment and climate change policy, which aims to influence, improve and develop operational and programmatic knowledge and work in the three key areas of environmental management, disaster risk reduction and climate change, will help to shape project activities, including the training and capacity building components.

**Job purpose**

The post-holder will provide technical advice, training, capacity building and other support to DRR projects and will help to coordinate project activities in collaboration with HelpAge staff at the country level. This includes designing and delivering DRR training and capacity building to third-party organisations, including the production of training materials and DDR guidelines.

**Key tasks**

* Programme delivery, particularly the design and delivery of DRR training and capacity building for HelpAge staff, implementing partners and third-party organisations
* Develop DRR training manuals and materials
* Provide technical advice to project staff
* Support project coordination and monitoring in collaboration with country and London HQ staff
* Support country teams in relationship management with partners, collaborating agencies, and government agencies in country; manage the relationship with, HelpAge USA, and relevant regional stakeholders
* Assist in the design and delivery of project reviews and evaluations
* Document project learning and good practice
* Develop and engage in and/or support advocacy and networking opportunities arising from project activities and learning
* In collaboration with the country teams, ensure sound budgeting, financial management and reporting of the project.
* Lead on the preparation, editing and quality control of project reports and documentation, and providing technical input in documenting lessons learnt and best practices.

**Person Specification**

# Experience

*Essential*

* Demonstrated significant working experience as a DRR Advisor or Project Manager/Coordinator in the I/NGO or related sector
* Significant experience in DRR, emergency preparedness and response, and/or international development. Working experience in Bangladesh and/or Nepal and the wider South Asia region would be an advantage
* Considerable knowledge, skills and practical experience of DRR, including capacity building and the development and delivery of training events including the production of training curricula and manuals
* Training of both local and international staff/practical experience on developing and conducting DRR-related training
* Technical knowledge on designing and managing disaster risk initiatives, Community Based Disaster Risk Management (CBDRM), participatory capacity vulnerability analysis (PVA) and climate change adaptation (CCA) projects
* Working experience in integrating DRR/CCA into livelihoods and other development programmes
* Good working knowledge of M&E systems
* Representation and relationship management experience with donors and international agencies

Desirable

* Experience on population dynamics and ageing
* Experience of working with implementing partners

# Skills and abilities

Essential

* Excellent inter-personal skills developed as an advisor/trainer
* Ability to influence, communicate, co-operate and negotiate with a wide range of people and organisations (including government) at all levels with tact, diplomacy and sensitivity to cultural differences
* Ability to communicate well in person and in writing, producing logical and high quality key outputs such as training plans, training materials and reports
* Able to lead on your area of responsibility in an inclusive way, but also able to be a team player and follow when necessary
* Demonstrated ability to work under pressure and meet deadlines
* Excellent written and spoken English; Bengali and/or Nepali language skills

Desirable

* Numeracy and ability to prepare and monitor budgets and expenditure
* Competent IT skills, including experience of Word, Excel and PowerPoint

# Personal qualities

*Essential*

* Being a good leader and colleague to staff individually and collectively; setting a personal example and being able to adopt a range of management approaches to get the best out of your colleagues
* Honesty and transparency in your dealings; a willingness to be accountable for your actions
* A desire to continually improve your performance and a commitment to continual learning and skills development
* Being proactive in seeking support and advice from colleagues to improve the design and delivery of your work
* Delegating responsibility to colleagues where appropriate and working effectively with colleagues at the country, regional and HQ level to jointly define and deliver work for HelpAge
* Recognising that success depends on working effectively with others to get the job done
* An understanding of, and commitment to, the aims and values of HelpAge International
* A commitment to gender equity and equal opportunities

# Knowledge

*Essential*

* First or Masters Degree in a relevant field such as social sciences or development studies; or equivalent level of professional experience and competence.

*Desirable*

* Demonstrated understanding of the recent political, economic and social history of Bangladesh and Nepal and role of the I/NGO sector in development and emergency preparedness and response.

*The job-holder is expected to operate within all HelpAge policies and procedures.*

**HelpAge International is an equal opportunity employer.**