

# Team Lead DRR, HICRA-Role profile

<b>Location</b>	Dhaka	<b>Department</b>	International
<b>Reports to (Job Title)</b>	Country Director	<b>Salary Band</b>	C low
<b>Matrix manager (if applicable)</b>	Chief of Party	<b>Competency level</b>	3

## Role definition

### Role purpose

To ensure the achievement of the proposed programmatic outcomes through the provision of technical and strategic leadership of the DRR component of the USAID's Host and Impacted Community Resilience Activity (HICRA) project being implemented in Cox's Bazar and Hill Tracts Region of the country.

### Key outcomes

- Oversee and provide technical guidance to the COP and senior management of Christian Aid for undertaking Needs and gap assessment on inclusive disaster risk management through identification of key service gaps and strengthening community linkages with private service providers engagement.
- Lead DRR and Climate Change interventions and related technical design, sectoral assessments, budget management, monitoring and reporting activities through the whole project cycle - start-up, implementation, and close-out - in line with CA program quality principles and standards, donor requirements, and good practices.
- Develop a Locally tailored multi-hazard forecast-based early warning system, Risk Assessment and Adaptation Planning in greater Cox's Bazar and CHT areas.
- Ensure technical interventions are integrated, layered and sequenced appropriately at all levels of implementation within the activity, and USAID investments.
- Ensure the achievement of activity goals and objectives are in line with annual work plans by providing technical advice and direction to the activity team.
- Oversee day-to-day planning, design, and operations of project and technical teams to ensure effective project implementation.
- Ensure achievement of learning objectives and use results to adapt program design as needed
- Prepare and/or assist in the preparation of reports and documents to USAID, national governments, CA office, and other partner organizations
- Lead the development of annual workplan for Result 4: Ability of host and impacted communities to mitigate, adapt and recover from shocks improved.
- Conduct routine monitoring and field visits to ensure quality of implementation and gather market insights.
- Contribute to the preparation of quarterly and annual reports.
- Collaborate with Communications and MEL for developing high quality technical and intervention briefs and case studies.

### Role agility



<b>Expected national travel per annum</b>	Over 75 days	<b>On call/unsocial hours</b> Yes, in event of Christian Aid response to humanitarian emergency.
<b>Expected international travel per annum</b>	Occasional travel	
<b>Surge capacity for emergency responses</b>	No	

Role requirements			
<b>Relationships</b> <p><b>External:</b> The role will engage with national, sub-national public, and NGOs involved in the WASH sector especially in the project locations. The role holder will work closely with the Chief of Party (COP) of HICRA and project implementation team (sub-awardee organisations) for the successful implementation of the activities under the DRR component.</p> <p><b>Internal:</b> The role-holder will report to the Head of Programme and work on an agreed workplan that ensures CA's role as a technical organisation is upheld. The role-holder will work with other teams such as HR/ Admin, Finance, PFD as and when required and any other relevant project personnel across the organisation.</p>			
<b>Decision making</b> <p>The role holder will be responsible for the technical design and delivery of the DRR strategy and assisting the COP in the implementation of the WASH related activities. This role-holder will be the technical focal person representing CA in the HICRA project team.</p> <p><b>Budgetary/savings responsibility</b> The role-holder will have technical oversight of the DRR component and therefore responsible for the portion of the budget tied to the DRR component under the guidance of the Head of Programme/ Country Director</p>			
<b>Analytical skills</b> <p>The role-holder is expected to have a thorough understanding of the DRR needs of the Cox's Bazar and Chittagong Hill Tracts region. The role-holder will be the technical lead on DRR and advice the COP and implementation team on rolling out the DRR interventions across the project locations.</p>			
<b>Developing self and others</b> <table> <tr> <td><b>Number of Direct reports</b> 2</td><td><b>Overall people management responsibility</b> 0</td></tr> </table> <p>As the intervention lead, the position holder will directly influence work planning for staff of multiple partners. S/he will be responsible for capacity building, and supportive supervision of technical personnel, and guidance of other DRR-related staff. S/he will be both a subject matter expert and strong manager - ensuring that activity design directly contributes to expected results, and that through coaching staff and supervising contractors, the team will meet its anticipated deliverables. Strong communication, collaboration and advisory skills. At the same time the job holder should be relatively self directed, with a full understanding of his/her role and responsibility and capacity to carry that out without close supervision.</p>		<b>Number of Direct reports</b> 2	<b>Overall people management responsibility</b> 0
<b>Number of Direct reports</b> 2	<b>Overall people management responsibility</b> 0		
<b>Role related checks</b>			



## Person specification

### Applied skills/knowledge and expertise

#### Essential

- Master's degree in Disaster Management/Development Studies, international development, or other relevant sectors required preferred.
- At least 07 years of relevant experience on DRR and Climate Change.
- Proven leadership skills and demonstrated experience developing, mentoring, and managing staff.
- A record of successful performance on USAID-funded activities.
- Proven experience with strategic planning, management, and design of resilience-focused programs
- Demonstrated ability to work collaboratively with activity stakeholders: donors, partners, local government institutions, local communities and vulnerable groups, etc.
- Excellent writing and communication skills.
- Fluency in English and Bengali is strongly desired.
- Excellent in-depth understanding of DRR and climate change in the context in Cox's Bazar and CHT.
- High level of numeracy and understanding of financial controls and procedures.

#### Desirable

- Project Cycle Management and monitoring, evaluation and learning methodologies.
- Experience of working in large consortiums

DATE CREATED

[04/08/2024](#)