

# Job Description

## Position: Project Officer

Reports to	Project Coordinator
Direct reports	None
Job family	Officer
Location	Regional : Latin America and Caribbeans- One position
Office location	Guatemala
Proposed Project Coverage	Colombia, Guatemala, Honduras
Latest update	March 2023

## About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,200 organisations in over 120 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

## Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

## Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement

## Global Network of Civil Society Organisations for Disaster Reduction (GNDR)

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3. Strive for risk-informed development

## Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Cote d'Ivoire, Guatemala, India, Indonesia, Kenya, Senegal and the UK.

## Overview of BHA Project

**Locally led humanitarian solutions: Building resilience in fragile contexts affected by climate change** is a Bureau of Humanitarian Assistance (USAID) funded project, for the period of 60 months starting 2<sup>nd</sup> December 2022. Through this USAID BHA funded project, GNDR aims to empower the local communities most at risk living in the most fragile contexts and are impacted by climate change and challenges around that context.

The project goal is to build and achieve *Community resilience to natural disasters in fragile contexts affected by climate change impact*.

The two specific purposes or key objectives of the project are:

- a. Strengthen local capacity of CSOs and communities in 11 fragile states to lead locally led humanitarian action that builds community resilience and links to longer term development and peacebuilding
- b. Learning, thought leadership and best practice has been gathered and disseminated on implementing locally led HDP nexus interventions that address climate change impacts in fragile states

The project intervention aims to provide evidence that humanitarian actions in response to climate change impacts that

- (i) are informed by and respond to the local needs.
- (ii) provide enabling mechanisms to the communities most at risk to take informed actions.
- (iii) include the involvement of local voices in humanitarian mechanisms and decision-making.
- (iv) are equitable and inclusive especially for women, children, people with disabilities, as well as displaced communities; and
- (v) consider a layered and sequenced approach to actions, can contribute greatly to

addressing the gaps in the triple nexus space. This evidence will then be used to advocate for permanent change across humanitarian mechanisms and policies, and subsequently within all relevant humanitarian actions.

The project will be implemented in the following countries:

1. Africa & West Asia -Yemen, Iraq, Benin, Côte d'Ivoire, Democratic Republic of Congo
2. Asia - Pakistan, Azerbaijan, Bangladesh
3. Latin America and the Caribbean (LAC) - Colombia, Guatemala, Honduras

## **Main purpose of the role**

GNDR is seeking to recruit one (1) Project Officer to support project implementation in Latin America and Caribbeans respectively..

The Project Officer will support the implementation of the BHA-LLHS project in the selected region and countries of operation. The Project officer will be supervised by the Project Coordinator and work closely with other Project Officers within the project, Regional Leads, Secretariat team, National implementing partners, GNDR members, consultants and advisors.

The Project Officer role encompasses a range of tasks and responsibilities in what is a high-profile and innovative programme that will require constant and meaningful engagement between civil society, local and national governments and other stakeholders.

## **Position in the organisation**

- Accountable to the Project Coordinator
- Part of the Secretariat team and active participant in cross-team working groups;
- At the regional level works closely in liaison with the Regional Leads, Regional Coordinators or Operations Officer.
- Works in close collaboration with other Project Officers in Asia, Europe and Africa.
- Works in close collaboration with all GNDR Secretariat staff, Global Board, membership and project implementing members and other development actors

## **Overall scope of the role**

The remit of this post will cover the following core responsibilities:

1. Support the implementation of BHA project strategy and associated annual work plan

2. Under the supervision of the Project Coordinator, prepare tools and templates for monitoring and reporting of project related activities
3. Coordinate implementation of the BHA objective, outputs and deliverables
4. Write clear and effective monthly and quarterly project reports
5. Support training and capacity building interventions related to the project supporting users in communications tools and software used by the network
6. Involvement in the design and compilation production of project tools and materials
7. Provide regional project and country specific information to support GNDR campaigns and events
8. Liaise with selected National Coordinating Organisations (implementing partners) and other secondary partners or actors to provide project data and information
9. Assist with review, quality checks and follow up of the implementing partners (NCOs) deliverables.
10. Information management and reporting
11. External relationships and representation

## **Specific responsibilities**

### **1. Facilitate the execution of BHA- Nexus strategy and project work plan**

- Support the Project Coordinator rollout the implementation of the BHA strategy and workplan in coordination with the Regional staff in the respective regions.
- Develop and maintain a yearly project calendar
- Respond to queries on project activities and branding to GNDR staff, Board and members
- Facilitate implementation of activities that relate to the strategy and project work plan working in coordination with the regional staff

### **2. Support project implementation in the selected countries**

- Liaise with Project Coordinator on the development of work plans and budgets as detailed in the project proposal and work plan.
- Initiating projects, ensuring approvals,, preparing and finalisation of project annual work plans and documents, contributing in budget monitoring and follow-up, and ensure proper closure of completed projects
- Contribute to the monitoring, evaluation and sharing lessons from project /program activities
- Assist with the development of project materials for example, terms of references, project design and planning documents,budgets,work plans.
- Support with the the overall coordination and implementation of the BHA-Nexus Project process and production of key deliverables, including:
- Support implementing organisations/NCOs when needed with the project implementation, analysis, feedback and dissemination.

- Develop templates action plans, monitoring and reporting for implementing partners utilisation.
- Assist the implementing organisations /NCOs in collaboration and learning initiatives with key state and non-state stakeholders to discuss results, developing policy positions and preparing national reports.
- Handle requests for BHA- Nexus information, data and enquiries as appropriate

### **3. Manage agreements with implementing partners**

- Support the development and execution of agreements with implementing organisations in each country within the respective regions.
- Track milestones and ways of working outlined in agreements and monitor progress
- Coordinate submission of key deliverables from partners as detailed in their agreements.
- Support preparation of contracting and compliance arrangements with implementing partners
- Respond to day to day queries from staff and members around project related activities
- Provide backstopping support to the implementation of the BHA -Nexus project at country and regional level.

### **4. Information management and reporting**

- Support the Project Coordinator in the production of regional quarterly and annual project reports.
- Preparation and submission of project activity updates and periodic progress reports ( both narrative and financial) in liaison with project coordinator, finance and regional teams.
- Contribute to the development of project briefs for printed and/or digital materials
- Support the dissemination and presentation of key results and findings to target audiences at regional level.
- In close collaboration with the Project Coordinator, Regional teams and the Communications Team, support the dissemination of BHA-Nexus project - related results and recommendations to the Secretariat, Global Board, wider membership and external actors.
- Organising, storing and updating information related to the overall BHA-Nexus project and implementing organisations.
- Promote and support the exchange of knowledge and information generated from the project with GNDR members at regional level in coordination with the project coordinator and regional staff

### **6. Support the implementation of implementing partners capacity strengthening initiatives**

- Contribute to the development of e-learning resources for implementing organisations

- Contribute to the development of training materials around project and capacity strengthening tools and processes to be used by the project
- Assist and support testing of capacity strengthening tools and initiatives as appropriate to strengthen knowledge management / share learning and foster collaborative actions
- Organisation and coordination of training and other capacity building activities at regional or project level in liaison with Project Coordinator and Regional staff.
- Support staff from implementing organisation members in the use of the communications tools and software used by the network

## **7. Liaise with regional and secretariat staff for promotion and relationship building activities**

- Support in the organising of international, regional and national events, seminars, workshops and conferences as appropriate
- Participate in relevant internal cross-team working groups.
- Promote awareness and engagement with the BHA-Nexus project amongst GNDR members, civil society and relevant government actors in selected countries in coordination with the regional and GNDR teams.
- Maintain relationships and alliances with peer organisations / networks and other actors (e.g. Local authorities; Academia; Media) in respective regions to further support the implementation of the project.
- Provide appropriate project related information to support policy and advocacy activities
- Assist with internal organisational learning and knowledge sharing activities.

## Person Specification

Job Title: Project Officer

ATTRIBUTE / SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION / QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Bachelor Degree in social sciences, or Environment, or Disaster Risk Reduction</li> <li>● Fluency in , written and spoken English and Spanish</li> </ul>	<ul style="list-style-type: none"> <li>● Post grade/Diploma in Disaster Risk Reduction, Advocacy or international policy</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Three (3) years' relevant experience in design, implementation and monitoring of development project related either conflict, climate change or DRR</li> <li>● Experience of working in NGO sector or a network organisation.</li> <li>● Experience facilitating capacity building interventions among local civil society organisations</li> <li>● Knowledge of people-centred participatory tools and inclusive approaches</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding and experience of supporting the implementation of development, humanitarian and advocacy projects among marginalised and vulnerable communities in developing countries.</li> <li>● Experience undertaking advocacy initiatives within projects in fragile contexts</li> <li>● Experience of qualitative/quantitative social research</li> </ul>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>● Project management skills and experience</li> <li>● Report writing and ability to document lessons learned</li> <li>● Ability to communicate clearly in writing and orally in English with proficiency in Spanish (for LAC) region.</li> <li>● Ability to work in a flexible, dynamic environment</li> <li>● Organisational skills</li> <li>● Good ICT and computer skills</li> <li>● Willingness to learn and open to new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to think strategically plan, prioritise and organise in a clear and structured way</li> </ul>

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>● Appreciation of GNDR's values and principles</li> <li>● Comfortable in cross cultural communication with people from different backgrounds</li> <li>● Committed to working in an inclusive, open and participatory manner</li> <li>● A calm, confident and welcoming manner</li> <li>● Good organisational and time management skills</li> <li>● Able to travel overseas, at short notice if required</li> </ul>	<ul style="list-style-type: none"> <li>● Self-reliance, ability to work on your own and take initiative, working under minimal supervision and be flexible/adaptable</li> <li>● Ability to work in a small team in an office environment</li> </ul>
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## Information for Applicants

<b>Eligibility</b>	<p>Candidates must have the legal right to live and work in any of GNDR's regional hub locations . Currently the role is working from home with regular times in the GNDR regional office, as government guidance allows.</p>
<b>Start date</b>	<p>16 April 2023</p>
<b>Contract type</b>	<p>Contract will be offered on a fixed-term full-time basis for 2 years, subject to satisfactory completion of a six-month probationary period.</p>
<b>Office hours</b>	<p>35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.</p>
<b>Annual leave</b>	<p>25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.</p>
<b>Probation</b>	<p>Six months probationary period with a three month mid-term review.</p>
<b>Salary</b>	<p>\$24,000 per year. With benefits of up to 1000 USD for private medical insurance.</p>
<b>How to apply</b>	<p>To apply for this position all applicants should send a brief cover letter and CV to <a href="mailto:jobs@gndr.org">jobs@gndr.org</a> with the subject line referencing the role title.</p>



	<p>BHA-LLHS - Project Officer . Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>