

Job Description

Position: Policy & Research Officer 1 year FTC

Reports to	Policy Lead
Direct reports	None
Job family	Officer
Location	Global, any GNDR regional hubs
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:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for risk-informed development

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

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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: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

Main purpose of the role

The Policy & Research Officer, as a member of the GNDR secretariat is responsible for supporting and undertaking policy research on specific issues; supporting knowledge management and dissemination of information on policy issues.

Position in the organisation

- Responsible to the Policy Lead
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and UNDRR-SEM members

Overall scope of the role

- Research and analysis
- Policy support for projects
- Knowledge management
- External relationships and representation

Specific responsibilities

Research Analysis

- Undertake, support and commission high quality research and analysis of selected policy issues drawing on learning and experience from members, SEM partners, academic institutions and other resilience actors;
- Based on research findings, support the process of developing policy recommendations and messaging for influencing decision-makers, promotion to members and adoption as GNDR practice;
- Draft policy position papers, reports, case studies, and other learning materials support advocacy work ;

Knowledge management

- Assist the policy lead in gathering advocacy information from GNDR members and UNDRR-SEM members to support advocacy and campaigns to disseminate policy messaging and learning;
- Assist in convening external stakeholders to discuss project findings, developing policy positions and preparing reports;
- Supporting policy lead with the writing, oversight and development of knowledge products such as cookbooks, frameworks and guides on GNDR's strategic focus on DRR and the six drivers of risk;
- Support the coordination of risk drivers leads and oversee knowledge management and dissemination being generated by our risk driver leads.

External relationships and representation

- Develop and maintain good working relationships with GNDR staff, UNDRR-SEM members, external stakeholders and consultants;
- Support policy lead with day to day UNDRR-SEM engagement;
- Support the development and maintenance of strong working relationships with GNDR external stakeholders, including UNDRR, other UN agencies, peer agencies, academic, and media to support the implementation of the projects;
- Promote awareness of the SEM activities and its results amongst GNDR members, civil society and relevant stakeholders;
- As required, represent GNDR at relevant meetings, working groups and conferences.

Admin and membership support at global policy and advocacy spaces

- Support the policy lead with admin and membership support in the preparation, attendance and debriefing at global policy spaces including UN DRR global platforms, COP and the high level political forum;
- This will include supporting travel logistics, speaker nomination processes and setting up the logistics for the policy lead to facilitate briefing webinars ahead of events, daily briefings with members at key events.

Project support and capacity building

- Supporting project deliverables on policy including developing and facilitating training on policy and advocacy, supporting projects with policy briefs that feed directly onto GNDR's global policy;
- Provide internal support to GNDR staff and GNDR members on key policy topics such as DRR, risk informed development, localisation and decolonisation of aid.

Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in a relevant subject (e.g. International Development International Relations) • Proficiency, written and spoken, in English • Technical understanding of disaster risk reduction, resilience and risk informed development. 	<ul style="list-style-type: none"> • Masters Degree in a relevant subject • A postgraduate qualification in project management
Experience	<ul style="list-style-type: none"> • Experience of undertaking research on policy issues within the development or humanitarian sector • Specific experience of undertaking research on disaster risk reduction and /or resilience • Experience of advocacy, including the development of advocacy messaging and materials 	<ul style="list-style-type: none"> • Understanding of and experience of working with Sendai Framework for DRR and other post-2015 frameworks • Experience of working in civil society organisations • Experience of working with donors and UN bodies • Experience of coordination consortia • Experience working in the global south on disaster risk reduction, resilience, development or emergency response.
Skills and abilities	<ul style="list-style-type: none"> • Proficiency, written orally and spoken, in English • Strong analytical skills • Ability to think, plan, prioritise and organise in a clear and structured way • Ability to communicate complex issues clearly and passionately, both orally and in writing • Willingness to learn and open to new ways of 	<ul style="list-style-type: none"> • Fluency in other languages, preferably French or Spanish • Appreciation of project management tools and frameworks

	working	
Personal qualities	<ul style="list-style-type: none"> • Comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • Ability to work in a small team in an office environment • A calm, confident and welcoming manner • Good organisational and effective time management skills • Able to take initiative, work under minimal supervision and be flexible / adaptable • Able to travel overseas, at short notice if required • Appreciation of GNDR's values and principles 	

Information for applicants

Eligibility	Candidates must have the legal right to live and work in any of GNDR regional hub locations. Currently the role is working from home with regular times in the office, as government guidance allows.
Start date	May 2023
Contract type	1 year fixed term Contract will be offered on a full-time basis subject to satisfactory completion of a six-month probationary period. With the possibility that the FTC could be extended further.
Office hours	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.
Annual leave	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
Probation	Six months probationary period with a three month mid-term review.

Salary	Competitive salary and benefits based on the regional location
How to apply	<p>To apply for this position all applicants should send a brief cover letter and CV to jobs@gndr.org with the subject line referencing the role title.</p> <p>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>