

# Job Description

## Position: Project Officer (Community-led Landslide Resilience)

Reports to	Head of Programmes
Direct reports	None
Job family	Officer
Location	India or Kenya Occasional international travel may be required for this role
Latest update	July 2025

## About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR), the largest global network of organisations committed to working together to improve the lives of people affected by disasters worldwide. Since being established in 2007, we have grown into a network of 1,965 member organisations across 131 countries, representing millions of people on the frontlines of hazards, climate change and mass displacement. Through transformative, evidence-led programming and powerful advocacy, we are driving climate action and disaster resilience alongside our members across the globe.

## 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

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

Registered charity no. 1141471. Company limited by guarantee registered in England & Wales no. 07374358

Registered office: 8 Waldegrave Rd, Teddington, London, TW11 8HT, UK

+44 (0)2089 777726 | [info@gndr.org](mailto:info@gndr.org) | [gndr.org](http://gndr.org)

2. Champion a localisation movement
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. We are a truly global team with staff based in countries including: Colombia, India, Indonesia, Kenya, Panama, Togo, Senegal and the UK.

## Overview of the *Community-led Landslide Resilience* project

The project "*Community-led Landslide Resilience: Using the World Risk Poll to Strengthen Localised Early Warning Systems in Ethiopia and Nepal*" is a two-year project starting in September 2025.

This two-year project will enhance disaster resilience in two high-risk communities in Nepal and five high-risk communities in Ethiopia by developing community-led early warning mechanisms for landslides. Both GNDR and our partners in Nepal and Ethiopia will use World Risk Poll Data to identify vulnerabilities, integrate indigenous knowledge, and implement low-cost early warning technologies. Through training and preparedness efforts, we will directly support 4,000 people and indirectly support 20,000.

### **Aims & objectives of the programme:**

The project aims to enhance community resilience to landslide risks by identifying and empowering the most vulnerable communities through a participatory and data-driven approach.

To do this, we will achieve the following specific objectives:

- A. Improve access to early warnings for seven of the most marginalised communities in Nepal and Ethiopia
- B. Enhance community resilience by establishing localised early warning systems
- C. Support evidence-based advocacy to influence policies and practices for more effective early warning systems

## Main purpose of the role

GNDR is seeking to appoint a Project Officer to support the implementation of its *Community-led Landslide Resilience* project in Nepal and Ethiopia.

The Project Officer will play a key role in delivering the project across selected regions and countries of operation. Reporting to the Head of Programmes, the post-holder will collaborate closely with the GNDR secretariat team, national implementing partners, GNDR members, relevant board members, consultants, and advisors.

This important position sits within a small yet impactful and innovative programmes team, requiring continuous and meaningful engagement with civil society organisations, local and national governments, and other stakeholders.

## Position in the organisation

- Functional reporting to the Head of Programmes (line manager)
- Operational reporting to the Regional Lead in either Asia or Africa depending upon the location the project officer reside in (operational manager)
- Part of the secretariat team and active participant in cross-team working groups
- Works in close collaboration with all GNDR secretariat staff, global board, membership and project partners

## Overall scope of the role

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

- Project implementation and coordination
- Monitoring, reporting and quality assurance
- Partner engagement and data management
- Capacity building and technical support
- Content development and knowledge sharing
- External representation and stakeholder relations

Additional tasks or responsibilities may also be assigned as they arise throughout the tenure of the project.

## Specific responsibilities

### 1. Project implementation and coordination

- Support the Head of Programmes and regional staff in rolling out the project strategy and annual work plan across selected countries
- Facilitate execution of project activities in alignment with strategic goals and approved budgets
- Develop and maintain an annual project calendar and planning documents
- Initiate project activities, secure necessary approvals, and oversee implementation through to closure
- Assist in the development of project materials including terms of reference, design documents, budgets, and work plans
- Coordinate the production and delivery of key project outputs and deliverables
- Provide backstopping support to country and regional teams during project implementation
- Respond to internal queries from GNDR staff, board, and members regarding project activities and branding

### 2. Monitoring, reporting and quality assurance

- Contribute to the monitoring and evaluation of project activities, including documentation of lessons learned
- Support the Head of Programmes in preparing quarterly and annual regional project reports
- Coordinate submission of narrative and financial progress reports in collaboration with the Head of Programmes, finance and regional teams
- Track milestones and deliverables outlined in partner agreements, ensuring timely and quality submissions
- Organise, store, and update project-related information for internal and external use
- Assist in the development of project briefs and dissemination of key findings to target audiences

### 3. Partner engagement and data management

- Liaise with implementing partners (NCOs) and regional staff to gather and share project data
- Support the development and execution of agreements with implementing partners, including contracting and compliance arrangements

- Monitor progress against agreed work plans and provide support as needed
- Handle requests for project-related data and information from internal and external stakeholders
- Promote collaboration and learning among partners and stakeholders, including policy dialogue and national reporting

#### 4. Capacity building and technical support

- Support the design, testing, and rollout of capacity strengthening tools and initiatives
- Coordinate training and capacity-building activities at regional and project levels
- Contribute to the development of e-learning resources and training materials
- Provide technical support to staff and members in using GNDR external communications tools and software (e.g. Salesforce)
- Assist implementing partners in collaborative learning initiatives with state and non-state actors

#### 5. Content development and knowledge sharing

- Contribute to the creation of project tools, templates, and knowledge products
- Support dissemination of project results and recommendations to GNDR secretariat, global board, members, and external audiences
- Promote exchange of knowledge and learning from the project across GNDR's regional networks and the secretariat
- Assist with internal organisational learning and cross-team collaboration initiatives

#### 6. External representation and stakeholder relations

- Support the organisation of international, regional, and national events, workshops, and conferences
- Participate in internal working groups and cross-team initiatives
- Promote awareness and engagement with this project among GNDR members, civil society, and government actors
- Maintain relationships with peer organisations, networks, and other stakeholders (e.g. local authorities, academia, media)

And any other duties or responsibilities that may emerge during the tenure of the project.

## Person Specification

Job Title: Project Officer (LRF)

ATTRIBUTE / SKILL	ESSENTIAL	DESIRABLE
Experience and knowledge	<ul style="list-style-type: none"> <li>• Proven experience in disaster risk management and project implementation</li> <li>• Experience with Trusts and Foundations' projects</li> <li>• Experience in implementation of development projects related to climate change and DRR</li> <li>• Familiarity with international development frameworks and approaches, including participatory methodologies, and equity-focused interventions</li> <li>• Proven track record working within international NGOs, civil society coalitions, and consortium-led programmes, ideally in diverse regional contexts</li> <li>• Experience with building and maintaining trusted working relationships with civil society organisations preferably developed within the countries of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of supporting the implementation of international development projects in developing countries</li> <li>• Experience implementing projects in fragile contexts</li> <li>• Experience of qualitative/quantitative social research</li> <li>• Understanding of Hyogo /Sendai Framework for DRR, Sphere guidelines and other global frameworks</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>● Proficiency in written and spoken English</li> <li>● Good understanding of project management, including financial reporting</li> <li>● Good planning, budgeting, monitoring and evaluation abilities</li> <li>● Good IT and computer skills, including use of Excel, Google Suite and CRM software</li> <li>● Detail-oriented with a commitment to accuracy and quality</li> <li>● Ability to work independently as well as effectively within a team</li> <li>● Strong communication, influencing, and persuading skills, both written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>● Project management skills and experience</li> <li>● Knowledge of French, Arabic, Spanish or any other languages would be an advantage</li> </ul>
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Values, behaviours and competencies	<ul style="list-style-type: none"> <li>• A calm, confident and welcoming communicator</li> <li>• Strong interpersonal skills and comfortable in cross cultural communication with people from different backgrounds</li> <li>• Adaptable and agile, with the ability to thrive in diverse environments and effectively adjust to varying approaches</li> <li>• Capable of thriving in a fast-paced work environment, effectively managing heavy workload and conflicting priorities while consistently meeting deadlines</li> <li>• Diligent and conscientious with work responsibilities</li> <li>• Driven, proactive, and self-motivated, with a strong ability to take initiative and identify opportunities for improvement and innovation</li> <li>• Empathetic and sensitive to various stakeholder needs</li> <li>• Cultural sensitivity and awareness of diverse needs, identities and backgrounds</li> <li>• A commitment to GNDR values of trust, mutual accountability, equity and respect for diverse identities and perspectives</li> </ul>	
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## Information for applicants

Eligibility	<p>Candidates must have the legal right to live and work in India or Kenya.</p> <p>Please note that occasional international travel may be required for this role.</p>
Start date	<p>We would ideally like candidates to be available from <b>1 September 2025</b>, to align with the project's planned start. However, we recognise that availability may vary due to individual notice periods, and we are happy to accommodate some flexibility where possible.</p>



Contract type	The contract will be offered on a fixed-term full-time basis for two years until <b>31 August 2027</b> , subject to satisfactory completion of a probationary period and relevant pre-employment checks.
Office hours	<p>35 hour working week within the office hours of Monday to Friday (9:00am - 5:00pm within your timezone), with one hour unpaid lunch break. Given that we work across different timezones, some non-traditional hours for early or late calls may occasionally be required.</p> <p>We are happy to consider flexible working arrangements as part of the recruitment process.</p>
Annual leave	33 days including public holidays, plus additional year end office closure.
Probation	Six months probationary period with a three month mid-term review - the length of the probation may vary depending upon statutory local legislation.
Salary	We offer a competitive salary and benefits based on the regional location.
How to apply	<p>To be considered for this role, please submit an <b>up to date copy of your CV (max two A4 pages) and a Cover Letter (max one A4 page)</b> by email to <a href="mailto:HR@gndr.org">HR@gndr.org</a>.</p> <p>Please include in the subject of the email, the following: <b>"Application for the Project Officer role"</b></p> <p><b>Please note:</b> we are unable to accept incomplete applications and we may reserve the right to close the vacancy early if a satisfactory number of quality applications are received.</p> <p>If you have any questions or need to discuss any adjustments to the recruitment process, please contact our recruitment team at <a href="mailto:HR@gndr.org">HR@gndr.org</a>.</p>
Equal opportunities and accessibility	<p>We are dedicated to creating a team that embodies the rich diversity of the society and communities we serve. Our commitment lies in cultivating an inclusive environment, where everyone has the opportunity to thrive.</p> <p>We strongly encourage applications from individuals of diverse backgrounds, including those from underrepresented ethnicities,</p>

	<p>nationalities, socioeconomic circumstances, LGBTQIA+ and individuals with disabilities. We celebrate the unique experiences and perspectives that every candidate brings and are dedicated to ensuring fair and equitable opportunities for all.</p>
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	<p>We're committed to making our recruitment process as accessible and inclusive as possible for individuals of all needs and abilities. If you require any adjustments, please contact us at <a href="mailto:HR@gndr.org">HR@gndr.org</a>.</p>
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