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| JD TEMPLATE VERSION | July 2021 |
| JD LAST REVIEWED ON | March 2022 |

PMF Template 1.2.1

Job Description

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| Job Title | Disaster Response and Management Manager | | Reports To | PPT Leader | Job Level | 7 | Location | Thapathali Office with frequent travel to UMN Clusters. In disasters, may be Cluster-based as required |
| Objective of the job  The job holder will | | To take lead and overall management to ensure that UMN staff and partners are equipped and prepared to humanitarian respond to disasters | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| **Organizational Preparedness:**   * Work as part of UMN Programme Team (Programme Support Team & Programme Partner Team) to identify all necessary disaster preparedness measures, including changes to policies, plans. systems, and structures. * Work with Incident Management Team (IMT), Security Coordination Group (SCG) & Leadership Team to design and implement the plan to roll out disaster preparedness measures throughout UMN. * Work with the relevant leader(s) to ensure that each UMN office has an up-to-date office disaster management plan that supports continuity of service and reduces risks to staff in a disaster. * Support Cluster Team Leaders, Cluster DM focal persons and partners in planning disaster risk reduction in their geographic area. * Train, coach and mentor UMN and partners staff in disaster preparedness and response, including relevant humanitarian standards and principles (SPHERE STD, CHS, UMN Code of Conduct), especially around accountability. * Ensure fulfilment of donor compliance requirements in the context of a disaster. * Ensure effective implementation of disaster risk reduction relief and recovery projects.   **Disaster Response:**   * In the event of a large-scale disaster, as agreed by UMN’s Incident Management Team (IMT), deploy immediately to lead the implementation of UMN’s disaster response work * Oversee the administration of UMN Disaster Response Fund through UMN Disaster Response Committee (DRC). Ensure relief interventions comply with UMN Relief Policy & Emergency Preparedness and Response Plan (EPRP) with appropriate international humanitarian standards * Be part of the UN & AIN related Security and Cluster groups   **Strategy and Learning:**   * Support integration of disaster management into Cluster Strategies. * Support in developing disaster preparedness and response components of the UMN Strategic Plan. * Support for designing projects and proposal writing for disaster management projects in Clusters. * Work with UMN’s Monitoring Evaluation Accountability and Learning (MEAL) team in monitoring disaster management indicators of the Strategic Plan. * Contribute to local and global learning by ensuring that good practice at all levels is documented and disseminated at all levels. * Remain up to date on issues relating to hazards and disaster management in Nepal, and on best practices globally, and circulate within UMN teams/clusters.   **Coordination and collaboration:**   * Close coordination with government and INGOs for DRR and humanitarian response. * Close coordination with NDRMA and DRM council of government for policy development and implementation. * Coordinate, engage and represent UMN in different national and international DRR forum/network (I/NGOs) for contributing and developing DRR policies, plans and its implementation as necessary. * Maintaining and ensure inclusion of Crosscutting issues (Gender, disability, climate and conflict) in Humanitarian Response and DRR project and program | * To help make key UMN decisions on disaster response as part of DRC and IMT. * To contribute to UMN security decisions related to disaster preparedness and response as part of the Security Coordinating Group (SCG) * To contribute to Cluster and partner decisions in disaster management and humanitarian response. * To give technical input on disaster management into UMN Strategic Plan and Cluster Strategies * Contribute to local government (palika Level) in disaster related issues, developing disaster preparedness and response policies & plans | * Master's Degree on disaster management or development studies with three years of experience on disaster relief, response and recovery projects. * Experience in DRR, preparedness, emergency response management of a large-scale disaster, humanitarian assistance and response. * Experience in organizational preparedness and risk management process. * Experience in training on disaster management, both in course design and delivery. * Experience in working with a multinational organization (desirable) in the relevant areas. |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the DRC, and IMT (when operational). * May be called upon to oversee many staff and manage a large budget during a large-scale disaster response. * May be called upon to manage the work of an expatriate volunteer (Disaster Management Advisor). * Works with the SCG in maintaining office preparedness plans for all UMN site offices. * Member of Programme Partner Team * Member of Technical Forum | * Understanding of and commitment to the UMN values and vision. * Lifelong learner. * Good facilitation and influencing skills. * Good organizational and administration skills. * Training skills and aptitude, working with large groups. * Ability to work with a multicultural team as well as the ability to work independently. * Excellent writing & spoken skills in both Nepali and English. * Good project design and proposal development skills * Computer user: email, internet, spreadsheets, word processing and risk assessment tools. * Report writing, data acquisition and Analysis skills * Good interpersonal and Communication Skills: Ability to communicate and relate effectively with persons at all levels * Able to work on pressure to meet the different deadlines and workload and solve the conflict during disasters. |