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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 jobThe 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.
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| 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.
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