

Community Based Disaster Risk Reduction (CBDRR) Program in Andhra Pradesh 2014-2015

Job Title : Regional Resource Centre (RRC) Coordinator
Location : Nellore District of AP
Responsible for : AP CBDRR Program
Reporting to : Through the District Secretary to the Program Monitoring Committee

Job purpose:

Indian Red Cross Society (IRCS) Andhra Pradesh State Branch (APSB) is implementing a Community Based Disaster Risk Reduction programme with support from Canadian Red Cross (CRC) in identified vulnerable communities of Andhra Pradesh. The program aims to reduce the disaster risk of the target population through community mobilization and capacity building. For implementation and administration of the program Four Regional Resource Centers have been set up in four selected IRCS District branches (DBs). Each RRC will support the host DB as well as two other neighboring DBs. The RRC Coordinator will be responsible for program in the three districts serviced by the RRC (Nellore, Mahabub Nagar, Kurnool).

Reporting line: The RRC Coordinator reports administratively to the RRC Districts Branch Chairman/Secretary and to the State Branch Chairman/Secretary, the Coordinator will deliver 'Project' implementation support duties under the technical guidance of the PMC (Project Monitoring Committee).

Primary responsibility: RRC Coordinator is required to provide technical and monitoring support for project activities implementation in the concern district with the support of APSB.

Job Description:

1. With technical support from Project Management Committee (PMC) and under the guidance of the RRC host district branch Secretary, manage day-to-day implementation of the CBDRR Program according to the approved strategy, approach, plan and budget in the three districts serviced by the RRC
2. Plan, organize, co-ordinate, direct, monitor, report on program activities in the three assigned districts
3. Document the progress of the 'Project' and submit narrative reports per agreed formats
4. Support each of the three DBs in official correspondence and in timely reporting to State Branch
5. Responsible for consolidation of reports and cash requests from the three DBs serviced by RRC as per time lines (monthly, quarterly and any other)
6. Work closely with the RRC Accountant on Program financial reporting and documentation
7. Assist the three district branch under the RRC to administer program personnel
8. Analyze all project activities under the perspective of how they influence the most vulnerable including addressing the issue of gender inequality
9. Engage in program monitoring and evaluation systems as laid out by the PMC and build capacity of each of the three DBs
10. Participate in and or facilitate program trainings, workshops, meetings and regular field visits in all three DBs

11. In the event of a disaster or an emergency, undertake special visits and assignments to assess the situation and follow-up actions as directed by the state branch
12. Support all field program staff in the implementation of the programme activities in conformity with annual Plan of Operation. Encourage the active involvement of the different stakeholders such as local authorities, communities, institutions/entities
13. Play an active role in networking and building Red Cross relationship with other stakeholders (internal, external, public, private, civil society) with a long term view of developing and strengthening linkages for sustainability of the program
14. Perform any other task assigned by PMC
15. Generates creative, positive and practical solutions and approaches to overcome field /organizational challenges
16. Play a critical role in establishing and strengthening network with concern Government Departments & NGOs in district level
17. Organize and facilitate participatory activities

Administrative Coordination:

1. Submit all reports in time as required
2. Attend all staff meetings as required.
3. Provide work support to the District Secretary/other District coordinator

Communications Skills: Ability to communicate well in writing, orally, and non-verbally. Ability to talk and or understand local language would be an advantage. Includes an ability to make and use distinctions as to types, frequency, tenor, and levels of communications, depending upon the circumstances, audience, recipient, and content.

Minimum requirements:

1. Post Graduation in Social work from reputed University
2. Good knowledge of Computer (Word, Excel and Internet surfing)
3. Minimum two years experience in managing Community Based programs with focus on Disaster Risk Reduction/Preparedness
4. Knowledge in Participatory Rural Appraisal Techniques
5. Proactive, self managed and result oriented at the same time be able to lead as well as work as part of team
6. Posses excellent interpersonal skills and respect for differences in culture
7. Knowledge of Project management tools
8. Sincere commitment to the Fundamental Principles of the Red Cross Movement and the ability to model those values in relationships with peers, partners, vendors and stakeholders
9. Age below 45 years
10. Local candidates are preferred

Salary: Rs.13, 000/- per month (consolidated)

Last date to file Resume/C.V 03.05.2014 Please send your ircsbdrrap@gmail.com