

CHILDFUND KIRIBATI

JOB DESCRIPTION

JOB TITLE

Disaster Risk Reduction Manager

Reports to ChildFund Kiribati Country Director

PURPOSE

The Disaster Risk Reduction Manager will provide technical leadership across all ChildFund Kiribati programming, and will lead the implementation of DRR projects. The objective of the DRR project is to facilitate development and effective implementation of local disaster risk management plans to promote community based disaster management initiatives aiming to increase the resilience of children, youth, and their communities to be better prepared for and able to respond to natural hazards. The role is also responsible for contributing to project design and resource acquisition to expand ChildFund Kiribati's DRR work.

DUTIES & RESPONSIBILITIES

The Disaster Risk Reduction Manager will be responsible for:

- Overall management of disaster risk reduction and humanitarian projects and grants (timely, effective and on budget implementation of projects).
- Ensuring quality and timely reports to the donors are prepared and submitted.
- Recruiting, training, and supervising staff and consultants as necessary.
- Establishing and consolidating relationships with partners, including national and international NGOs, UN, donors and relevant government representatives for improved project implementation, and to position ChildFund Kiribati as a credible, effective humanitarian and development organisation.
- Ensuring the Director of Programmes has all the latest information to be able to liaise with donors and other agency representatives related to emergency response programming.
- Work in strong collaboration with the Communication & Advocacy Officer for visibility, branding, web stories, photos and other visibility items.
- Supporting the development of grant proposals to secure new funding for disaster relief and humanitarian projects.
- Undertaking additional activities as required by the Director of Programmes.

SKILLS, EXPERIENCE & EDUCATION

Education

A qualification related to disaster risk reduction, environmental studies, international development or social studies.

Required

At least 4 years' experience of managing DRR-related projects in a Pacific Island Country, ideally Kiribati.

Solid project, financial, and organizational planning skills.

Experience working a wide range of stakeholders and effectively coordinating between them.

Experience in coordinating and producing high quality reports.

Strong critical thinking skills, ability to problem solve, and resourcefulness.

Exceptional attention to detail and organizational skills.

Ability to mentor and manage a team.

Proven excellent communication, networking, presentation, public-speaking and interpersonal skills and English proficiency.

Desirable

Knowledge and familiarity with the rules and regulations of major donors: USAID, EU, DFTAD, DFID, MFAT, etc.

Leading and management of interdisciplinary teams and performance management.