Job profile

PROJECT OFFICER

CLIMATE AND RESILIENCE

Practical ACTION
Practical Action

ABOUT US
We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS
We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION
Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. Practical Action community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
• A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

• A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
JOB PROFILE

**Responsible to:** Programme Delivery Coordinator

**Grade:** 5

**Matrix:** Thematic Lead

**Line Manages:** As delegated

**Project:** Community centric EWS for reducing risk of hydro-meteorological disaster in Nepal

**Unit:** Programme Delivery

**Location:** Chautara, Sindhupalchowk,

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**Purpose, Scope and Relationships**

The purpose of this position is to enhance Community Capacity, LEOC, DEOC and local government on DRR, Risk Communication and Early Warning System. This position is also responsible to provide technical assistance to partner for field level activity implementation – community mobilization and awareness raising, capacity development of the communities and local authority, facilitate in CDMC and task group formation, strengthen LEOCs and coordination with the local authorities. Moreover, this position looks for supporting local government to plan and implement the EWS for reducing risk of hydro-meteorological disaster.

The scope is to be responsible for building community’s capacity on DRR and EWS, establishment of telemetry hydrological stations and also support local government to develop SOP on DRR and EWS. Additional scopes will be community mobilization, influencing and mobilizing the media for effective influence and raising awareness.

The key working relationship is with Thematic Team, Business Development and Programme Quality Team, Programme Delivery Team, Finance and Services Team. S/he will coordinate with Partners, Communities, Local/Provincial/Central Government, and Government Ministries.

**Job Functions and Responsibilities**

**Delivering Performance – 80%**

**Implementation and reporting of the project activities**

- Support to enhance Community Capacity, LEOC, DEOC and local government on DRR, Risk Communication and Early Warning System
- Facilitate to establish telemetry hydrological station in selected flashy rivers based on the outcome of risk assessment and link with the Early Warning System of DHM and Emergency Operation Center at local level
- Conduct risk Assessment of Sindhupalchowk - Helambu and Melamchi R/M watershed including
  - Comprehensive Risk and Vulnerability mapping
  - Risk and Hazard mapping of rivers including geological study of Melamchi watershed
  - Lead time calculation for flood
- Facilitate series of consultative meetings to prepare SOP for 2 palikas (Helambu and Melamchi) and build capacity of local government on SOP- 2 event at palika level
• Support to organize interaction workshop among three tiers of government (NEOC/PEOC/DEOC/LEOC/ DHM/ Government representatives and stakeholders) focusing on policy, plan and practice to strengthen Early Warning System
• Foster media partnership for strengthening EWS and overall DRR governance (Policy advocacy for strengthening and upscale EWS)
• Support for learning documentation/Publication of Research reports including Policy brief on localization of Early Warning System
• Ensure and facilitate the monitoring and technical support from DHM and NDRRMA

**Coordination and communication**

• Coordinate with communication team in Practical Action to deliver agreed knowledge outputs for project learning and sharing with beneficiaries and partners. Organize meetings, workshops and other information dissemination events with different stakeholders.
• Establish communication protocols (ways of working) to ensure project information is regularly communicated to the Regional Management Team of Practical Action.
• Coordinate and collaborate with other relevant actors engaged in EWS for mutual sharing and learning.
• Proactively involve in various learning sharing events at local, provincial, national and regional/global level to share the project knowledge as well as to influence the policies and actions in financial inclusion areas.
• Ensure that project progress reports are prepared and shared as per requirement.
• Work closely with the Thematic Lead of Climate and Resilient

**Managing Relationships – 10%**

• Develop and strengthen networks of peers and professional contacts outside the organization for the project.
• Maintain relationship with the implementing partners, local, district, provincial and national level stakeholders ensuring that transparency at all levels maintained, and project information communicated to relevant stakeholders in timely fashion.

**Strengthen Organisational Profile – 10%**

**Knowledge Management**

• Support the project team to develop collaborative learning plan, capture learning and knowledge, collate evidence, prepare case studies, policy brief as per the project learning plan
• Ensure that learning and knowledge of the project/activities is effectively captured and disseminated to help achieve the project outcome and change ambition of the organization.

**Organizational Policies, Safeguarding and Code of Conduct**

• Ensure that all involved acting on the organisation’s behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
• Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
• Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
• Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.
• Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behavior based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

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<th>EXPERIENCE &amp; KNOWLEDGE</th>
<th>At least three years of experiences specifically in the programme management related DRR and EWS</th>
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<td>Experiences of working with local government for strategic planning and action plans for DRR and EWS</td>
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<td>Willingness and enthusiasm to work in challenging and difficult situations and with vulnerable communities</td>
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<td>Preferred experiences of engaging with stakeholders for influencing for strengthening multi hazard EWS and telemetry hydrology stations.</td>
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<td>Good communication skills with fluency in English and Nepali</td>
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<td>Strong presentation and reporting skills</td>
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<td>Knowledge and skills in computer</td>
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<th>BEHAVIOURS &amp; MOTIVATIONS</th>
<th>The most important practical behaviors, for role success are:</th>
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• Qualifications: Bachelor’s degree in related subject. Master’s degree preferred.

Line Manager __________________________

Date: __________________________

Date: __________________________