

Job profile

EMERGENCY PREPAREDNESS AND RESPONSE MANAGER

**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.

ABOUT THE PROJECT

The United States Agency for International Development (USAID) Bureau for Humanitarian Assistance (BHA) works to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance falling into two conceptual areas: 1) humanitarian response during emergencies and 2) Early Recovery, Risk Reduction, and Resilience (ER4) activities to address longer-term recovery after emergencies.

USAID has announced Round 04 - Nepal Early Recovery, Risk Reduction, and Resilience (ER4) Activity whereby it focuses on enhancing the disaster management capacity of the Government of Nepal (GoN) and the highly vulnerable, disaster-prone communities, empowering them to reduce risks and improve their ability to mitigate, withstand, respond to, and recover from disasters.

The position of Emergency Preparedness and Response Manager has been advertised in anticipation to serve the above mentioned activity.

JOB PROFILE

Purpose, Scope and Relationships

The purpose of the Emergency Preparedness and Response Manager is to lead strategic decision-making to leverage resources from USG and non-USG programmes in Nepal, enhancing local preparedness and resilience to recurrent disasters. In the event of a disaster, they will guide technical, multi-sectoral analysis and response design.

The scope is to be responsible for the overall disaster risk reduction and response function of the project and liaise with humanitarian coordination groups to advise Nepal's National Disaster Risk Reduction and Management Authority to ensure coordinated and effective responses in targeted provinces.

The key working relationship is with the project team and will develop close working relationships with the Country Management Team, Thematic Lead – Climate and Resilience, Programme Managers, Global Thematic Team and any other relevant Regional Teams. The role will engage with relevant technical teams including consultants.

Job Functions and Responsibilities

- Collaborate with the Chief of Party (COP) to develop strategies for community-level disaster planning, response, and early recovery, ensuring that the approach is contextually relevant and meets project objectives.
- Lead the execution of the technical strategy for disaster preparedness and response, ensuring it aligns with project objectives, quality standards, and adapts based on learnings and evolving contexts.
- Integrates approaches such as locally driven, shock-responsive, climate adaptive, socially and gender-inclusive, youth empowerment, and nutrition-sensitive methods into the design of disaster preparedness and response activities.
- In collaboration with the M&E team, implements a framework for assessing the effectiveness of multi-sector disaster preparedness and response efforts, conducting regular disaster risk assessments and adjusting strategies based on changing environmental conditions.
- Identifies and promotes opportunities to incorporate technology, such as mobile apps for alerts and GIS mapping for vulnerability assessments, to enhance disaster preparedness and response.
- Ensures all interventions adhere to Practical Action's Policies, Do No Harm principles, programme participant accountability standards, and programme management minimum standards.
- Lead the recruitment, onboarding, and supervision of the technical staff for the disaster preparedness and response components of the project.
- Foster a culture of mutual respect, collaboration, curiosity, learning, and adaptation within the team, ensuring that all voices are heard in developing shared strategies.
- Provide team members with the necessary tools, resources, and support to enhance their technical skills, improve performance, and achieve objectives. Conduct regular one-on-one meetings and performance reviews, ensuring accountability and offering constructive feedback.
- Represent Practical Action and the Project in humanitarian coordination groups and relevant working groups to ensure effective communication and coordination.

- Provides advisory support to Nepal’s National Disaster Risk Reduction and Management Authority, ensuring a coordinated and effective response in the targeted provinces.
- Cultivate partnerships with government bodies, NGOs, civil society, and private sectors to support a coordinated approach to disaster risk reduction, planning, and management.
- Actively contribute to and collaborate with country, regional, and global counterparts, driving collective impact, sharing learning, and enhancing program visibility.
- Ensure that partner activities comply with grant agreements, Practical Action policies, and relevant regulations, including USAID and GoN requirements.
- Support systems to ensure the efficient, transparent use of financial resources, ensuring timely and accurate reporting in line with program, donor, and Practical Action’s requirements.
- Supervise a team of direct reports, with the specific number of direct and indirect reports that will be determined at a later stage.

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 is 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:

EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • At least five years of multi-sectoral emergency preparedness and response management experience in the humanitarian sector. • Strong understanding of Nepal’s national disaster risk governance framework, along with knowledge of the global humanitarian architecture. • Proven ability to influence humanitarian and disaster risk management actors for collective action and effective disaster management, both pre- and post-disasters. • Demonstrated leadership in implementing and providing technical assistance (as Program Manager, Technical Lead, etc.) to activities focused on disaster risk management, humanitarian response, resilience, or climate adaptation.
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- **Experience working with local Civil Society Organizations (CSOs) and engaging with government ministries/entities.**
- **Experience with and commitment to adaptive management.**
- **Strong interpersonal and communication skills with a proven ability to network and build effective working relationships with diverse stakeholders.**
- **Previous experience working in Nepal.**
- Excellent verbal and written communication skills in English; proficiency in Nepali or other languages spoken in western Nepal is a plus.

**BEHAVIOURS
&
MOTIVATIONS**

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

Qualifications:

Master's degree in disaster risk management, humanitarian assistance, resilience, natural sciences, or a closely related field required.

Line Manager

Date:

Employee

Date: