

Community Self Reliance Centre Job Description



Team	DRRM Team (Pratibaddha-III)
Position	Municipal Disaster Risk Reduction Management Officer (MDRO)
Supervisor/Principal Evaluator	1. DRM Coordinator (provincial) 2. Program Coordinator
Direct Reports	1. DRM Facilitators
Duty Location	Respective Municipal Office

1. Background and Purpose of the Position

Community Self Reliance Centre (CSRC) is a social organization facilitating the land rights campaign since 1993. CSRC has been campaigning for comprehensive agrarian reform and the land rights of working farmers and tillers for over three decades. Through this time, CSRC has worked to organize and raise consciousness amongst those deprived of land rights, build public opinion in favor of progressive land reform, and conduct action research related to land and agrarian issues. After 2015, CSRC has been actively engaged in the DRM and Climate change issues.

PRATIBADDA-III focuses on strengthening provincial, local government, and at-risk communities' capacities for disaster preparedness and early action, aiming to reduce hazards and enhance community resilience.

CSRC has created a position of the Municipal Disaster Risk Reduction and Management Officer (MDRRMO) to be seconded in a respective local government office and will work closely with the Program, DRRM Coordinator (provincial) and consortium team members. The MDRRO is responsible for coordinating and collaborating with local government officials and consortium partners to manage program activities and assist in strengthening DRRM governance at the municipal level. The role involves organizing and leading DRRM initiatives, providing technical support, and ensuring the integration of DRRM into local development plans.

More specifically, s/he will be responsible for the following tasks:

A. Implement Local Plans and Support Local Government on DRRM:

- Organize and lead the implementation of all program activities such as program kick-off meetings, GAP analysis workshops, functional and desktop simulations, and FA-LSAR training in designated local government.
- Assist the team in formulating the comprehensive program implementation plan as per the context of local government.
- Assist the local government with the DRRM act, DPRP, and other DRRM-related policy formulation processes.
- Assist to local government in establishing the Local Emergency Operation Centre (LEOC) and assist with its operation process to the DRR focal person of the local government.
- Review and assist in mainstreaming DRRM issues in local government plans and policies.
- Provide support to local government to implement the BIPAD portal, volunteer formation, mobilization guidelines, and other DRRM acts, plans, and policies.
- Facilitate reconstruction and relocation process as per government guidelines.
- Assist social mobilizer in CDMC mobilization, community EAP, and Evacuation plan development.
- Support for capacity building of social mobilizer and Disaster Risk Reduction Focal person of working with local Government
- Serve as the liaison between local stakeholders and the consortium team to mobilize local actors and promote program activities and impacts.
- Assist LG's team to make L/W/CDMC functional and organize regular meetings with them.
- Organize the Local Program Advisory Committee (LPAC) Meeting on Regular Basis.

- Collaborate with local government officials, District Coordinator, Program Coordinator, consortium team members, and local stakeholders.
- Support geohazard assessment, forecast-based actions, Shock shock-responsive Social Protection, and Disaster risk financing, with the support of the consortium lead's Disaster Risk Technical Officer and early action coordinator.
- Support the crisis modifier (CM) of the project for its effective and efficient execution
- Assist to team in collecting data on landslide-affected communities using survey123
- Coordinate, collaborate, and support consortium lead agency and other partners of the project for the implementation of project activities
- Ensure inclusive participation of beneficiaries in project activities.

B. Coordination, Reporting and Monitoring:

- Maintain effective communication and coordination with all stakeholders involved in the program.
- Report regularly on program progress, challenges, and outcomes to the Program/DRRM Coordinator.
- Submit the program report to the local government every quarter.
- Monitor and evaluate program activities to ensure they meet objectives and timelines as per the project work plan.
- Ensure the social audit component in the field activities.

4. Preferred Qualifications and Experiences

- Minimum bachelor's degree in Disaster Management, Environmental Science, Social Sciences, or a related field.
- Minimum of 3-5 years of experience in disaster risk reduction and management, emergency response, or a related area.
- Proven experience in program management and implementation, especially within a local government context.
- Strong understanding of DRRM policies, frameworks, and best practices.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Strong organizational and problem-solving skills.
- Ability to work under pressure and manage multiple tasks simultaneously.
- Willing to travel on foot to the remote areas of the project site.