

## Community Self Reliance Centre Job Description



<b>Team</b>	DRRM Team (Pratibaddha-III)
<b>Position</b>	DRRM Coordinator (Province)
<b>Supervisor/Principal Evaluator</b>	1. Program Coordinator
<b>Duty Location</b>	Ministry of Internal Affairs and Law of Sudurpaschim Province

### 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.

PRATIBADDHA-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 DRRM Coordinator to be seconded in the Ministry of Internal Affairs and Law of the respective provinces and will work closely with the DRR focal person and PEOC of the respective ministry. The PC will be responsible for coordinating and collaborating with the provincial ministry, department, development agencies, and other respective organizations for the DRRM activities and its mainstreaming in development. This position is crucial to bridging the DRRM, social protection, and social development activities in the local government.

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

#### A. Implement the Provincial Plans and Support Provincial Government:

- Assist to province team in operationalizing the Provincial Emergency Operations Centre (PEOC) and ensure its connectivity with Local Emergency Operations Centres (LEOCs) and District Emergency Operations Centres (DEOCs) and other DRRM-related activities.
- In close collaboration with CSRC's Programme coordinator and Consortium partner's thematic leads, organize and lead the implementation of all assigned project activities as outlined in the detailed implementation plan in line with CSRC and consortium partners' quality principles and standards, donor requirements, and good practices focused on Disaster Risk Reduction, early action, FbA-SRSP, and disaster risk financing, bioengineering and reconstruction and relocation.
- Policy advocacy on Disaster Risk Reduction and Management (DRRM), livelihood, land-related issues, reconstruction, and relocation.
- To bridge the gap between local and provincial governments, ensuring seamless communication and collaboration on DRRM, Land rights, and the geohazard assessment, FbA-SRSP as well as disaster risk financing activities.
- Develop and maintain a coordination framework to ensure the effective communication and implementation of provincial programs at the local level.
- Support respective provincial coordination of DRRM stakeholders to avoid duplication and gaps. For CSRC projects, serve as the liaison between the stakeholders and the project team to foster strong partnerships with relevant governmental agencies, non-governmental organizations, and provincial and local stakeholders to enhance the impact and sustainability of DRRM initiatives.

- Supervise and perform ad-hoc inspections of various processes and resources for CSRC projects to ensure timely project activities implementation and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities.
- Identify, and foresee the challenges and bottlenecks of project implementation by closely working with the provincial government and ensuring timely reporting to the program manager; Organize and manage the provincial-level functional simulation, workshop, training, and orientation program.
- Prepare a policy advocacy document considering the National Strategic Plan of Action on DRRM for its implementation at the provincial and local levels.
- Coordination and communication among the project teams to execute the provincial government plan and budget at the local level.
- Assist in operationalizing the province's BIPAD portal and assist to respective district and local government for its wider use.
- Introduce and implement disaster risk financing activities in the province and respective local governments.
- Coordinate, collaborate, and support consortium lead agency and other partners of the project for the implementation of project activities.

### **B. Coordination, Reporting and Monitoring:**

- Maintain effective communication and coordination with all stakeholders involved in the project.
- Report regularly on project progress, challenges, and outcomes to the organization through the Program Coordinator.
- Submit the quarterly and annual project report to the local DRR focal person and secretary of the respective ministry of the province.
- Monitor and evaluate project activities to ensure its objectives and timelines.
- Ensure CFRM use with the support of the organization's CFRM focal person and consortium lead CFRM focal person.
- Endure adequate project and organizational visibility during the implementation of project activities and represent CSRC and the project at the provincial level

### **C. Maintain Cross-Cutting Issues.**

- Ensure the cross-cutting issues of GESDI, Safeguarding, Good Governance, Conflict of Interest mitigation, Anti-corruption, conflict transformation, landlessness, and others in program implementation and personal life.
- Ensure all the activities are implemented in alignment with humanitarian principles. Ensure do no harm and protection mainstreaming with support from CSRCs and Consortium Lead's GESDI team.
- As a member of CSRC, contribute to the overall organizational vision, mission, goals, and core values of the organization
- Build relationships with the land rights forums (NLRF, DLRFs & VLRFs) and contribute to land rights campaigns and advocacy initiatives.

## **2. Key Performance Indicator**

- DRRM acts, plans, and policies will be well-functional in the province and FbA-SRSP components will be integrated into provincial DPRP and relevant plans and policies
- DRRM governance structure will be placed and functional: PEOC.
- The provincial-level plan/activities will be implemented on time as per the project implementation plan.

- The provincial program will reach out to the local government for disaster risk management, early action, and SRSP.
- Functionality of the province BIPAD portal.

## **2. Authority**

- As per CSRC Human Resources Development System
- As per the CSRC Financial Management System

## **4. Preferred Qualifications and Experiences**

- Master's degree in environmental science, Engineering, Law, Social Sciences, Disaster Management, or a related field.
- Minimum of 5 years of experience in a coordination or management role, preferably within a development organization.
- Strong coordination and networking skills including of provincial and local government bodies.
- Excellent communication and interpersonal abilities.
- Knowledge of provincial governance structures, policies, and plans.