



**Fast Rural Development Program (FRDP)**  
Job Description and Terms of Reference

<b>1. Position Title:</b> DP-DRR Support Officer	
<b>2. Sector/Unit/Project:</b> “Building Institutional Capacity and Resilience Against Natural Disasters (BRAND)”.	<b>3. Position Status:</b> Project Based
<b>4. Reporting Relationship:</b> Project Coordinator	<b>5. Supervises:</b>
<b>6. Job Summary:</b> DP-DRR Support Officer is tasked with developing a comprehensive understanding of government bodies' structures, functions, and various line departments, particularly as they relate to Disaster Risk Reduction (DRR) efforts. This role requires expertise in DRR principles and practices and aims to bridge the gap between DRR initiatives and government policies and actions. The Post holder will be responsible for overseeing overall project coordination, communication and engagements with district and provincial level stakeholders.	
<b>7. Authority Assigned:</b> The post holder will be responsible for develop, analyze and collect the data on DRR and build synergies within the local, district and provincial level stakeholders through coordination and engagements. Additionally, the project holder will also be responsible for developing disaster risk reduction strategies, and to contribute ensuring the safety, well-being, and resilience of individuals and communities in the face of natural or man-made disasters.	
<b>8. Position Specification:</b> <i>Academic/Technical:</i> <ul style="list-style-type: none"> <li>• Must be a Bachelor’s in Social Science, Development Studies/ Environmental/ or any other relevant disciplines from a recognized university/institute</li> </ul> <i>Work Experience:</i> <ul style="list-style-type: none"> <li>• Must have at least 3 years of relevant experience in Disaster Risk Reduction and emergency response and relief operations.</li> </ul>	
<b>Competencies (Knowledge, skills, and attitude)</b> <ul style="list-style-type: none"> <li>▪ In-depth understanding of disaster risk reduction principles, emergency response strategies, logistics management, and distribution protocols.</li> <li>▪ Strong analytical skills to assess disaster impacts, identify vulnerabilities, and develop appropriate response strategies.</li> <li>▪ Excellent verbal and written communication skills, with the ability to interact effectively with diverse stakeholders, including local communities and government officials.</li> <li>▪ Proven ability to work collaboratively in multi-disciplinary teams, fostering cooperation and coordination among different departments and organizations.</li> <li>▪ Capacity to thrive in high-pressure, rapidly changing environments and make informed decisions during crises.</li> </ul>	
<b>9. Description of Responsibilities:</b> <ul style="list-style-type: none"> <li>- Conduct comprehensive risk assessments to identify potential hazards and vulnerabilities in the target area.</li> <li>- Analyze historical data and trends to understand the frequency and impact of disasters.</li> <li>- Disaster Preparedness Planning</li> <li>- Work closely with Key stakeholders / line departments to raise awareness about disaster risks and build their capacity for response and recovery.</li> <li>- Organize and assist capacity building trainings and workshops for key stakeholders, emergency response teams, and staff on disaster risk reduction and emergency response.</li> <li>- Provide guidance and support in the development of emergency response skills and competencies.</li> <li>- Play a key role in coordinating emergency response efforts during disasters or crises.</li> <li>- Ensure that response plans are implemented effectively and efficiently.</li> <li>- Collect and analyze the data on early warning systems and anticipatory action approach at district and provincial level.</li> <li>- Prepare regular reports to document progress and share lessons learned</li> <li>- Maintain accurate records of distribution activities, needs assessments, and other relevant data, producing regular reports for management, donors, and regulatory bodies.</li> </ul>	

- Participate in emergency response activities as required, providing technical expertise and leadership during high-stress situations.