
Job Description

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| Position | Project Officer (VFL) |
| Reports to | Project Coordinator |
| Direct Reports | None |
| Job Family | Officer |
| Location | India |

Our Purpose

The **Global Network of Civil Society Organisations for Disaster Reduction (GNDR)** was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,200 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries.

Our Vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for Risk-Informed Development

Purpose of the Secretariat

The GNDR Secretariat serves as a support entity to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The Project Officer (Views from the Front Line - VFL) as a member of the secretariat team, is responsible for supporting the implementation of the VFL 2019 project in 48 countries. Responsibilities include supporting the implementation and coordination of the VFL project;



supporting project partners and NCOs; supporting donor reporting; learning; and advocacy and external relations.

Position in Organisation

- Responsible to the Project Coordinator (VFL)
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners.

Overall Scope of the Role

- Project Coordination
- Project Partners
- Advocacy
- Donor Coordination
- External Representation

Specific Responsibilities

1. Project Coordination

- Support the implementation of project activities to achieve project goals and objectives, including track milestones and ways of working outlined in partner agreements and monitor progress and collecting key deliverables from partners as detailed in their agreements;
- Support regular monitoring visits to project partners to review progress, quality, and beneficiary feedback and advice and support partner staff with the identification and solution of technical issues;
- Support and participate in project evaluations and assist in the analysis of results;
- Support regular project learning reviews to identify learning, disseminating to partners and GNDR staff and adopt learning into action plans to improve project implementation;
- Write up case studies and video material.
- Work with GNDR's external consultants to develop data visualisation platform for VFL findings.
- In collaboration with the Project Coordinator (VFL) and External Communications Coordinator, support dissemination of VFL-related results and recommendations to the Secretariat, Global Board, membership and external stakeholders.
- Handle requests for VFL information, data and enquiries from internal and external stakeholders as appropriate.

2. Project Partners

- Support the due diligence assessments of project partners to assessment and monitor compliance to donor and GNDR standards;
- Support the development of agreements with project partners.
- Liaise with NCOs to develop workplans and budgets as detailed in the methodology guidelines;
- Support with the development of training materials for NCOs;
- Support the NCOs in the coordination and implementation of the VFL 2019 process and production of key deliverables, including:



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- Support NCOs when needed with the survey implementation, analysis, feedback and dissemination.
 - Develop templates for local action plans
 - Assist the NCOs in convening key state and non-state stakeholders to discuss results, developing policy positions and preparing national reports.
 - Provide advice and guidance to partners on project implementation;
 - Review and feedback on project partner progress reports both narrative and financial
 - Support the provision or arranging of training for project partners on issues of good practice, donor contract and needs identified in monitoring and compliance visits.

3. Advocacy

- Support national / regional evidence-based advocacy and campaigns associated VFL, with the design of campaign materials and promotion of messages, and social media;
- Assist in writing up case studies / video material / website pages / etc.
- Assist with GNDR organisational learning and knowledge sharing activities

4. Donor Coordination

- Support the Project Coordinator to prepare and disseminate regular activity updates and progress monitor reports, and prepare timely internal, donor and partner reports;
- Support the Project Coordinator in the preparation of project expenditure reports for submission to donors;

5. External Relationships and Representation

- Promote awareness and engagement with the VFL 2019 amongst GNDR members, civil society and relevant government actors in selected countries.
- Develop and maintain good working relationships with GNDR staff, global board, membership, advisors, consultants and volunteers;
- Support the development and maintenance of strong working relationships with GNDR external stakeholders, including governments, UN agencies, peer agencies, academic, media, and institutional donors to further support the implementation of VFL 2019.
- Support in the organising and participate in international, regional and national events, seminars, workshops and conferences as appropriate
- As required represent GNDR at relevant meetings, working groups and conferences

Person Specification

Job: Project Coordinator

| ATTRIBUTE/ SKILL | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|---|
| EDUCATION/ QUALIFICATIONS | <ul style="list-style-type: none"> • Appropriate Bachelor's Degree • Proficiency, written and spoken, in English | <ul style="list-style-type: none"> • Academic qualification in international development related field |
| EXPERIENCE | <ul style="list-style-type: none"> • Significant experience in disaster risk management and project implementation; • Experience of working in civil society organisations and networks; • Experience of working on advocacy, lobbying and campaign initiatives. • Experience of qualitative/quantitative social research; • Knowledge of people-centred participatory tools and inclusive approaches; | <ul style="list-style-type: none"> • Experience of implementing large scale international development projects • Experience of implementation of GNDR VFL programme • Understanding of Hyogo / Sendai Framework for DRR and other global frameworks |
| SKILLS/ABILITIES | <ul style="list-style-type: none"> • Ability to think, plan, prioritise and organise in a clear and structured way • Flexibility and problem solving ability to work in a flexible, dynamic environment • Strong team player with good interpersonal skills • Knowledge of project monitoring methodologies and tools • Ability to communicate clearly orally and in writing • Good ICT and computer skills • Willingness to learn and open to new ways of working | <ul style="list-style-type: none"> • Appreciation of project management tools and frameworks • Proficiency, written and spoken in either French or Spanish |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • Ability to work in a small team in an office environment • A calm, confident and welcoming manner • Good organisational and effective time management skills • Able to take initiative, work under minimal supervision and be flexible / adaptable • Able to travel overseas, at short notice if required | <ul style="list-style-type: none"> • Appreciation of GNDR's values and principles |