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# Job Description

<b>Position</b>	<b>VFL Project Administrator</b>
<b>Reports to</b>	<b>VFL Project Coordinator</b>
<b>Location</b>	<b>New Delhi, India</b>

## Our Purpose

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 1227 member organisations in over 122 countries across virtually every geographical region of the world.

## Our Vision

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

## Our Goals

1. Strengthen the collaboration, solidarity and mobilization of civil society organizations.
2. Champion a localization movement.
3. Strive for risk-informed development.

## Our Values

1. Commitment to work together in a collaborative, inclusive and participatory manner.
2. Transparency and accountability.
3. Equity and respect for diverse identities, needs and perspective.
4. Trust and openness to listen, share and learn from one another.

## 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.

## Background of Views from the Frontline

*Views from the Frontline* (VFL) remains the largest independent global review of disaster risk reduction at the local level. In 2009, GNDR [launched](#) this ground-breaking global monitoring initiative that involved the mobilisation of over 500 organisations across 69 countries to lead a participatory local monitoring process

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measuring the progress of UN and governments in strengthening community resilience. In 2011, GNDR was awarded a UN Sasakawa “Letter of Commendation” in relation to VFL for shifting the emphasis of global DRR policy dialogue on the need to close the implementation gap between national policies and local practices. Building on this success, VFL was implemented worldwide again in [2011](#) and [2013](#) and has gathered to date the views of more than 85,000 stakeholders across 129 countries.

Since its launch in 2009, experience from VFL has shown that mobilising at-risk people and local actors to participate in a bottom-up monitoring process can provide an excellent means to open dialogue, raise awareness and deepen understanding of risk and promote all-of-society engagement to strengthen resilience. It has highlighted gaps between national policies and local practices, identified the need for collaboration and partnership for successful local implementation, and identified recommendations for a post-2015 DRR framework. These recommendations were subsequently used to inform GNDR’s report “[Reality Check - Impact at the Frontline](#)”, which served as GNDR’s key advocacy position leading up to and during the World Conference on DRR (WCDRR) in Sendai, Japan. As a result of these VFL recommendations, accompanied with the joint advocacy from CSOs around the world, the Sendai Framework for DRR (SFDRR) specifically states the importance of including local actors in risk governance, and instructs states to invest in multi-stakeholder approaches.

### **About Views from the Frontline 2019**

This new VFL, VFL 2019, will capture local perspectives on risk and resilience, but also monitor the extent to which local actors are included in resilience planning processes. In doing so, it will establish a local baseline and local monitoring process to measure progress towards achieving an inclusive “*people-centred*” approach to resilience-building, as promoted within the SFDRR and associated frameworks.

In-country, the VFL 2019 methodology will be coordinated by National Coordinating Organisations (NCOs) selected from the GNDR membership. These NCOs will partner with local Participating Organisations (POs) to conduct surveys with local communities, vulnerable groups, CSOs, and local government representatives. The data will then be analysed and disaggregated, and support will be given to actors at different levels to reflect and act on the findings to build resilience:

- At the community level, the NCOs will support community members to develop local action plans based on the findings. Seed funds will be provided to support the implementation of these local action plans.
- At the national level, multi-stakeholder workshops will be held to bring together governments, private sector, civil society and other actors to develop joint objectives and shared accountability.
- At the national level, CSOs will be supported to jointly develop advocacy initiatives so that VFL findings may inform changes in policy and practice.
- At the global level, an international campaign will be developed using the findings, focused on the inclusion of local actors in resilience planning processes. The local data will also serve to complement official sources of data gathered through the government monitoring processes for the SFDRR.

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In so doing, VFL 2019 aims to increase awareness, capacity and accountability of all stakeholders for a people-centred approach.

### **Purpose of the role**

The Project Administrator (VFL) will support the implementation of the VFL 2019 project through logistical and other administrative support. Working with the Secretariat team, GNDR members, relevant board members, consultants and advisors, the VFL Team Administrator role encompasses a range of tasks and responsibilities in what is a high-profile, innovative and ground-breaking programme that will require high-level engagement between civil society, local and national governments, UN agencies and donor institutions.

### **Position in Organisation:**

- Responsible to the VFL Project Coordinator
- Part of the Secretariat team and active participant in cross-team working groups
- Works closely with the Views from the Frontline Coordinator (based in India), Views from the Frontline Officer (based in India), Programme Manager, GNDR's Team Administrator, and other Secretariat staff and wider membership.

### **Overall Scope of the Role:**

1. Logistics for Views from the Frontline project
2. Financial administration for the Views from the Frontline project
3. Logistics for other GNDR projects including 'Institutionalising Sustainable Community-based Disaster Risk Management'
4. General Administration for GNDR

The post holder will work approximately 70% of their time supporting the VFL Project. The remaining 30% of their time will be spent on administrative support for other projects and for the organisation in general, working in conjunction with the Programme Manager and GNDR's Team Administrator.

### **Specific Duties:**

#### **1. Logistics for Views from the Frontline project**

- Coordinate travel and accommodation arrangements for all VFL activities for GNDR staff, Board and members.
- Administrative support in planning and organising international & regional workshops, training and meetings as part of the VFL project.
- Assist team to plan, organise and conduct internal and external meetings to include drafting agendas, dispatching papers, establish call facilities, book meeting facilities etc.
- Other VFL-related administration as required.

#### **2. Financial administration for the Views from the Frontline project**

- Provide the required paperwork from VFL participants to support the donor reporting requirements of the Finance team

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- Support the process of collection of the receipts, statement of accounts and the invoices from the VFL participants
  - Support the Finance and Grants Officer to process invoices for VFL participant funding

### 3. Logistics for other GNDR projects

- Coordinate travel and accommodation arrangements for other GNDR projects
- Administrative support in planning and organising international & regional workshops, training and meetings as part of other GNDR projects.
- Plan proactively for project logistics to ensure efficient implementation of the project work plans.

### 4. General Administration for GNDR (30%)

- Support to the GNDR Team Administrator. Administrative tasks will be allocated to the Project Administrator (VFL) according to their skill-set and the team's priorities.

#### **Allocation of responsibilities**

As the post holder provides administrative support to several staff members the time inputs to these will be allocated and managed by the Programme Manager in consultation with his/her line manager to ensure balanced use of the post holder's time.

## Person Specification

### Job Project Administrator (VFL)

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> <li>• Eligible to reside and work within India</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level ( minimum graduate)</li> <li>• A related Secretarial/ administrative qualification e.g. MA in Public Administration</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Office and team administration</li> <li>• Organising own and others work</li> <li>• Working with non-governmental organisations</li> <li>• Learning and communications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience of 5 to 6 years in administrative work</li> <li>• Candidates with social media skills will be preferred.</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong communications skills</li> <li>• Able to prioritise</li> <li>• Very good organisational and scheduling skills</li> <li>• Ability to organise meetings and conferences</li> <li>• Strong attention to detail</li> <li>• Computer literate Word and Excel</li> <li>• Able to learn and use new applications effectively</li> <li>• Clear, concise telephone manner</li> <li>• Good typing ability</li> <li>• Able to process invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Database management</li> <li>• Language skills: Spanish and/or French</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Good interpersonal manner and comfortable in cross cultural communication</li> <li>• Committed to GNDR's values</li> <li>• Committed to working as part of a small team</li> <li>• A calm, confident, assertive and welcoming manner</li> <li>• Capable of working effectively in a high pressure and dynamic environment</li> <li>• Concerned about giving attention to detail</li> <li>• Able to take initiative and be flexible</li> </ul>	

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## INFORMATION FOR APPLICANTS

### Project Administrator (VFL)

**Fixed Term Full Time Contract** – Initially offered on a twelve month contract with option to extend for additional two years subject to available funding and successful completion of six-month probationary period.

The applicant must have the right to work in the India.

**Ideal start date: As soon as possible. Position will be held open until filled.**

### Global Network of Civil Society Organisations for Disaster Reduction

#### OFFICE HOURS:

35 hour working week within the office hours of Monday to Friday 9:00am -5:00pm with one hour lunch. Flexible working arrangements are possible.

#### ANNUAL LEAVE:

25 days pro-rata basis

+ Statutory bank holidays

+Additional year end days at the discretion of the Executive Director

#### NON-CONTRIBUTORY PENSION SCHEME:

For permanent staff members over 18 years old as follows

18 years old + - 10% of salary

50 years old + - 13% of salary

60 years old + - 15% of salary

**6 months' probationary period with 3 months' mid-term review.**

**SALARY:** INR 5,81,664 per annum.

**TO APPLY:** Please send CV and covering letter to [jobs@gndr.org](mailto:jobs@gndr.org)



**GNDR**  
Global Network of Civil Society  
Organisations for Disaster Reduction