

## Terms of Reference

### SFDRR Specialist

#### **Background**

The Sendai Framework is a 15-year, voluntary, non-binding agreement which recognizes that the State has the primary role to reduce disaster risk, but that responsibility should be shared with other stakeholders including local government, the private sector and other stakeholders. Every member state of SFDRR process must report against the indicators for measuring the global targets of the Sendai Framework, and disaster risk reduction- related indicators of the SDGs, using the online Sendai Framework Monitor. National Disaster Management Authority (NDMA) in partnership with UNDP has formulated a cell for the reporting and monitoring of Sendai framework for Disaster Risk Reduction for observing the progress and timely reporting in accordance with the targets.

Job Category:

Job Type: Temporary Project Position

Positions: 1

Project: Sendai Framework for Disaster Risk Reduction Monitoring, Reporting and Evaluating Cell

City/Location: Islamabad

Education: An advanced degree (16 years of education) from nationally/ internationally recognized institution in any of the subjects' in Social Sciences or Management Science Administration preferably both. International Trainings in relevant disciplines will also be preferred.

Experience: At least 5-7 year experience in relevant field. Experience in a Disaster Management Authority preferably at Federal Level will be considered as an added advantage.

#### **Description:**

The SFDRR Specialist will work under the overall supervision of Director Implementation, DRR, NDMA. The incumbent will perform the following duties:

1. Design and execute training courses and workshops based on approved training calendar by NDMA and its partner.
2. Develop/revise the training material on Disaster Management and SFDRR monitoring and reporting.

3. Conduct trainings/workshops and advocacy visits as per approved schedule.
4. Provide technical support in coordination with UN agencies working on DRM programs.
5. Coordination with all PDMA's and other stakeholders for DRR input.
6. Elaborate management structures, processes and procedures to build capacity at all level.
7. Regular Up-dating the data on Sendai Framework Monitor.
8. Establish an M&E system for capacity building program activities.
9. Development of training and capacity building packages/curricula as identified and potentially with other relevant development and Government partners.
10. Any other activities assigned by the NDMA in line with the mandate of UNDP and NDMA.
11. Shall maintain close coordination with UNDP on all the activities carried out.
12. Shall carry out any further assignments deemed appropriate by Competent Authority at any time.
13. Candidate may be able to undertake extensive journey(s) across the country.

**Competencies:**

- Good interpersonal communication skills.
- Good physical health and ability to travel to local areas with basic travel facilities.
- Positive attitude with a mindset of delivering development services in a most professional manner.

**Language:**

Proficiency in both English and Urdu is desirable. Ability to speak and understand the local language would be an added advantage.

## **Assistant Project Manager - SFDRR**

### **Background**

The Sendai Framework is a 15-year, voluntary, non-binding agreement which recognizes that the State has the primary role to reduce disaster risk, but that responsibility should be shared with other stakeholders including local government, the private sector and other stakeholders. Every member state of SFDRR process must report against the indicators for measuring the global targets of the Sendai Framework, and disaster risk reduction- related indicators of the SDGs, using the online Sendai Framework Monitor. National Disaster Management Authority (NDMA) in partnership with UNDP has formulated a cell for the reporting and monitoring of Sendai framework for Disaster Risk Reduction for observing the progress and timely reporting in accordance with the targets

Job Category:

Job Type: Temporary Project Position

Positions: 1

Project: Sendai Framework for Disaster Risk Reduction Monitoring, Reporting and Evaluating Cell

City/Location: Islamabad

Education: An advanced degree (16 years of education) from nationally/ internationally recognized institution in any of the subjects' i.e. Disaster Management, Crises Management, Social Sciences, Humanitarian affairs, Public Policy/ Public Administration or any related Technical disciplines.

Experience: At least 1-2 years of experience in relevant field. Experience in Disaster Management Authority preferably at Federal Level will be considered as an added advantage.

### **Description:**

The Assistant Project Manager – SFDRR will work under the overall supervision of Director Implementation DRR, NDMA and shall provide support to SFDRR Specialist. The incumbent will perform the following duties:

1. Assist in executing training courses and workshops based on approved training calendar by NDMA and its partners.
2. Assist the SFDRR specialist with overall management and implementation of all the Project activities included formulation of realistic and implementable work plan.

3. Assist in conducting trainings/workshops and advocacy visits as per approved schedule.
4. Assist in development and revision of the training material on Disaster Management and SFDRR monitoring and reporting.
5. Provide technical support in coordination with UN agencies working on DRM programs.
6. Elaborate management structures, processes and procedures to build capacity at all level.
7. Regular Up-dating the data on Sendai Framework Monitor.
8. Establish an M&E system for capacity building program activities.
9. Development of training and capacity building packages/curricula as identified and potentially with other relevant development and Government partners.
10. Any other activities assigned by the NDMA in line with the mandate of UNDP and NDMA.
11. Shall supervise training and capacity building packages/curricula identified by relevant development and government partners.
12. Shall managing the logistic arrangements for on-campus & off-campus activities.
13. Shall carry out any further assignments deemed appropriate by Competent Authority at any time.
14. Candidate may be able to undertake extensive journey(s) across the country.

**Competencies:**

- Good interpersonal communication skills.
- Good physical health and ability to travel to local areas with basic travel facilities.
- Positive attitude with a mindset of delivering development services in a most professional manner.

**Language:**

Proficiency in both English and Urdu is desirable. Ability to speak and understand the local language would be an added advantage.

## **Assistant Project Manager – Finance**

### **Background**

The Sendai Framework is a 15-year, voluntary, non-binding agreement which recognizes that the State has the primary role to reduce disaster risk, but that responsibility should be shared with other stakeholders including local government, the private sector and other stakeholders. Every member state of SFDRR process must report against the indicators for measuring the global targets of the Sendai Framework, and disaster risk reduction- related indicators of the SDGs, using the online Sendai Framework Monitor. National Disaster Management Authority (NDMA) in partnership with UNDP has formulated a cell for the reporting and monitoring of Sendai framework for Disaster Risk Reduction for observing the progress and timely reporting in accordance with the targets

Job Category:

Job Type: Temporary Project Position

Positions: 1

Project: Sendai Framework for Disaster Risk Reduction Monitoring, Reporting and Evaluating Cell

City/Location: Islamabad

Education: Bachelors in Finance/ Business Administration/Management Sciences/Social sciences from nationally/internationally recognized institution.

Experience: At least 2 - 3 years of experience in relevant field. Experience in Disaster Management Authority preferably at Federal Level will be considered as an added advantage and preferred.

### **Description:**

The Assistant Project Manager – Finance will work under the overall supervision of Director Implementation DRR, NDMA. The incumbent will perform the following duties:

1. Prepare advance requests for funds from UNDP in the format applicable.
2. Assist in project budget monitoring and project budget revision.
3. Process payment requests received from NIDM and vendors for approval from Competent Authority.
4. Preparation of cheques of resource persons & vendors/suppliers, payment/receipt vouchers; disbursement of cash advances and their adjustments.
5. Prepare project financial reports on monthly/quarterly basis for NDMA and UNDP.

6. Reconcile bank account statements and keep an up-to date record of all completed reconciliation;
7. Check and ensure that all expenditures of projects are in accordance with procedures.
8. Check budget lines to ensure that all transactions are booked to the correct budget lines.
9. Ensure documentation relating to payments are duly approved.
10. Payment of Salary to project staff through bank transfer.
11. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
12. Ensure that bank statements be collected from the banks on need basis;
13. Maintain the inventory file to support purchases of all equipment/assets.
14. Shall managing the logistic arrangements for on-campus & off-campus activities.
15. Shall carry out any further assignments deemed appropriate by Competent Authority at any time.
16. Candidate may be able to undertake extensive journey(s) across the country.

**Competencies:**

- Good interpersonal communication skills.
- Good physical health and ability to travel to local areas with basic travel facilities.
- Positive attitude with a mindset of delivering development services in a most professional manner.

**Language:**

Proficiency in both English and Urdu is desirable. Ability to speak and understand the local language would be an added advantage.