



## JOB VACANCY

Catholic Relief Services (CRS) is a US non-governmental organization that has been operating in Vietnam for 20 years. CRS projects assist local counterparts to build capacity in the areas of Education, HIV/AIDS care and treatment, Disaster Risk Reduction and emergency preparedness and response. Reflecting our commitment to carry out quality programming to benefit the poor, we are now seeking a dynamic Vietnamese candidate for following position for our Program based in Hanoi:

Job Title: Disaster Risk Reduction Technical Advisor (DRR TA)  
Department/Location: DRR program  
Band: 4  
Reports To: DRR Program Manager

### **Primary Function:**

Disaster Risk Reduction Technical Advisor (DRR TA) has primary responsibility for providing expert technical assistance and capacity building to CRS partners and staff in the design and implementation of DRR and Climate Change Adaptation (CCA) activities. Special emphasis is placed on hands-on implementation support in the field utilizing CRS approaches to ensure project achievement and in compliance with donors' and CRS program quality standards.

### **Specific Job Responsibility:**

#### ***Main responsibilities:***

- Develop, design and produce technical sector strategy and methodologies, specifically in the areas of CBDRM/CBDRA, household assets and livelihood protection techniques, DRR resistant shelter, early warning and evacuation planning, Safe primary Schools framework, etc. for use by the project teams.
- Assist PM to design technical approaches in DRR, CCA, and Shelter.
- Strengthen CRS and partner staff technical skills to achieve project outputs and objectives.
- Lead project staff and partners on sector data collection and analysis through participatory needs /assessments, baseline surveys, and end of project surveys of selected communities.
- Provide technical assistance, where required, on project design, proposal and budget preparations in collaboration with Head of Program, Country Manager, Program Manager and local partners for high quality project design and implementation.
- Support DRR POs with strong technical and management inputs relating to project activity plan.
- Lead project activity planning and implementation to meet project targets including regular monitoring and mid-term reviews in accordance with CRS and donor requirements.
- Work with consultants to train/strengthen existing VTF in early warning, search and rescue, evacuation planning, shelter strengthening technical skills, etc. and take a lead in following through afterward.
- Provide support, and as necessary lead, Monitoring, Evaluation, Accountability and Learning activities ensuring the timely compilation of situation updates, monthly and other narrative reports.
- Contribute to documenting lessons learned and best practices and lead technical workshops and meetings, learning and sharing events.

***Others:***

***Training***

- Develop and conduct DRR/CCA related trainings, e.g. CBDRM, household assets and livelihood protection techniques for partners, village task force (VTF), communities.
- Identify staff and partner training needs; design and provide formal and informal training sessions as well as on the job mentoring for project staff and partners to improve their awareness and skills in specific technical areas.

***Advocacy and Networking***

- Governmental agencies: Contribute to advocacy and relationship-building at the district, provincial and ministry levels. Provide technical ideas as necessary in policy review of Vietnamese legislative documents and other project documents to work with relevant ministries on topics relating to DRR and CCA. Maintain positive working relations with relevant government bodies, international organizations and local partners.
- DRR and CCA sectors: Collaborate with Vietnamese and international organizations involved in DRR/CCA issues. Attend external meetings and networking activities related to DRR/CCA where required.
- Consortium representation: In collaboration with the PM, coordinate technical assistance between the OFDA consortium members to both serve as a ToT and provide ToT trainings, sharing CRS methodologies to consortium members.

**Key Working Relationships:**

***Internal:*** Country Manager, Head of Programs, DRR Program Manager, DRR project staff, CRS Administrative and Finance staff.

***External:*** Central-level partners, Provincial, district and community level partners, donors as required and as assigned by PM and/or Country Manager.

**Competencies:**

- ✓ Self-motivated and able to prioritize work and multi-task to meet deadlines.
- ✓ Excellent organization, planning and analytical skills.
- ✓ Demonstrated capacity to work in teams and operate efficiently in stressful and fluid environments.
- ✓ Excellent leadership skills with experience in mentoring and coaching staff and partners
- ✓ Commitment to partners and program participants for the quality program
- ✓ Capacity for innovation and to promote new initiatives.
- ✓ Strong commitment to supportive supervision, staff development, coaching/mentoring and proven value addition to the high performance.

**Minimum Qualifications and Experience:**

- ✓ Master's degree, preferably on rural development and agriculture. Further specialization on climate change adaptation and /or disaster risk reduction is desired.

- ✓ At least 5 years proven experience of technical provision related to emergency response, disaster risk reduction, climate change adaptation, integration of climate in rural development and related domains.
- ✓ Technical knowledge on designing and managing disaster risk reduction initiatives, Community Based Disaster Risk Management, participatory capacity vulnerability analysis, and climate change adaptation (CCA) projects.
- ✓ Experiences of integrating DRR/CCA into Livelihood and other development program.
- ✓ Practical experience developing and conducting DRR/CCA related training.
- ✓ Experience with NGOs or international development organization is preferable.
- ✓ Familiarity networking work with government and non-government organizations at local and national level.
- ✓ Fluent in written and spoken English and Vietnamese.
- ✓ Able to travel (at least 30% of total time) to program/project areas.

**Disclaimer Clause:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. The purpose of this document is to list minimum and possible supplemental functions and requisite minimum standards.

### **Application requirements**

Individuals interested in this job are invited to **submit your applications via email to Catholic Relief Services at: [recruitment.vietnam@crs.org](mailto:recruitment.vietnam@crs.org)**;

Applications in English should include:

- i) Cover letter;
- ii) CVs demonstrating relevant capacity and experience.
- iii) Related training module samples, if any

### **Deadline for submission: August 10, 2015**

For further information, please contact: Ms. Nguyen Thi – DRR Program Manager; Tel: 04. 37738300, ext: 140; Email: [thi.nguyen@crs.org](mailto:thi.nguyen@crs.org)

Only qualified candidates under consideration shall be contacted.

*CRS is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.*