****

The Vanuatu Christian Council (VCC) is seeking a **DISASTER READY PROJECT MANAGER for** the *DISASTER READY PROGRAM*. This is a full-time position, due to start April 2018 to June 2019 for an initial 14 -months contract with possibility of extension.

We are seeking a candidate with experience and necessary skills to manage all 4 components of project implementation:

1. Strategic Asset Management

2. Evacuation Centre Management Training Development and delivery

3. Psychosocial training development and delivery

4. Theology of disaster risk management

The Manager will be responsible for:

* Leading the implementation of the 3 projects; including a detailed implementation plan.
* Monitoring implementation of Strategic Asset Management deliverables.
* Leading the recruitment process for the Evacuation Centre Management and Psychosocial support Officers.
* Coordinating the activities of the document review consultant and the Monitoring and Training Officer.
* Guiding and capacity building any needs of the Evacuation Centre Management and Psychosocial support officers.
* As needed, lead consultation meeting with stakeholders to trial resources.
* Attend coordination meetings with other Disaster Ready Partners (Led by CARE).
* Support development and implementation of M+E framework for project.
* Monitoring budget vs. expenditure.
* Preparing reports for donors.
* Participate in working groups as a representative of VCC as appropriate.
* Other duties as specified by supervisor.

**Essential Selection Criteria**

* Core values align with VCC and AfP policies.
* A degree in a relevant field and or at least 5 years’ experience in Disaster Risk Reduction or general community development projects.
* Experience managing a disaster response highly desired.
* Experience or qualification in project and team management.
* Report writing skills.
* An understanding of Monitoring and Evaluation processes.
* Demonstrated ability to respond to challenges and multiple project needs.
* Time management skills.
* Experience with cash handling in the field.

For more information regarding the role please contact the VCC Administration on Mobile No: 7364175/5748821

To apply, please send your CV and cover letter that addresses the **essential selection criteria** as outlined above to the VCC General Secretary, Ps Shem Tema, Office (ex-Murray Youth Hostel opposite APTC) or email: [lonas1960@gmail.com](mailto:lonas1960@gmail.com) and sofia.lardies@gmail.com.

**Applications close 5pm Friday 6TH April, 2018**