



Position Description

Position Title: Shefa Provincial Disaster and Climate

Change Officer

Job Family: Humanitarian & Resilience Program

Supervisor: Secretary General

Location: Port Vila, Vanuatu

Contract Type: 12 months with possibility of extension

Category: 4

Date: January 2018

Oxfam Commitments

OI Codes of Conduct

Industry Codes

Equal Employment Opportunity

Diversity and Gender Equality

Child Safe Codes

Safety & Security, Travel and Health &

Wellbeing

Context:

Vanuatu has high vulnerability to natural disasters (cyclones, flooding, earthquakes, tsunamis and volcanic eruption) and a population of approximately 250,000 spread over 65 inhabited islands. This poses very real coordination, capacity, logistical and communication challenges. Oxfam has had a presence in Vanuatu since 1989 and has worked alongside Government and other role players to reduce risk and vulnerability to natural disaster through its 'Humanitarian and Resilience Building Program'. The Humanitarian & Resilience portfolio includes WASH, Cash Base Transfer program and VHT (Vanuatu Humanitarian Team), VCAN (Vanuatu Climate Action Networks). Oxfam's Humanitarian & Resilience Program also plays crucial role for internal humanitarian capacity building and ensure close link with other programme pillar such as, the Governance, Leadership and Accountability Program and Gender Justice & Livelihood towards achieving overall country objectives.

Purpose:

The focus of this position is to strengthen and extend the capacity and services of the National Disaster Management Office (NDMO) in Vanuatu. Therefore the Shefa Provincial Disaster and Climate Change Officer Position will be integrated in Shefa provincial structure. The position will assist Shefa province Council and the NDMO in delivering its outcomes 2; Risk governance planning and delivery mechanisms of sub-national governments and communities are inclusive, coordinated, mutually reinforcing and integrated into national processes under output 2.2 improved capacity for risk governance at sub-national levels key activity 2.2.1 Strengthen capacity to integrate risk into planning in Shefa Province and also strengthen the capability of provincial governments to prepare for, respond to and recover quickly from the impacts of natural and man-made emergencies and disasters.

Post holder reports to: Shefa Secretary General and the Senior Provincial liaison Officer based with the NDMO in Port Vila.

Core Responsibilities:

Program Speciality

- Coordinate preparedness for , response to and recovery from emergencies and disaster in Shefa province;

- Assist with organizing training and workshops for the Shefa provincial Disaster and Climate Change Committee (PDCCC) members;
- Work with Shefa PDCCC and Area Secretaries to;
 - Develop and review Provincial and community disaster and Climate Change strategies plans;
 - Lead and assist the PDC to develop specific response support plan for different natural hazards for the province;
 - Work with other stakeholder to undertake mapping exercise for logistics and other resources at the Provincial level;
 - Complete and update the Capacity Assessments (LCA) at the community and provincial levels;
 - Undertake initial and rapid assessment after emergencies and disasters;
 - Collate and produce situation reports on emergencies and disaster to the NDMO through PDC;
- Work with stakeholders to develop, monitor and maintain Community Disaster and Climate Change Committees (CDCCC's) and Support the effective implementation of Community response plans, community profile, CDCCC registration, Risk, Vulnerability and Capacity Map, list of evacuation Centre and contact information as key deliverables from the CDCCC trainings in Shefa province.
- Identify training needs at provincial and community levels and communicate the needs to partners to facilitate trainings accordingly to address these needs;
- Liaise regularly with key stakeholders within the province, other line Government line departments, civil society, VHT, churches, Area Secretaries, etc.;
- Assist the PDCCC and Provincial Secretary General during emergencies and disasters to:
 - Call PDCC meetings
 - Advice Secretary General and Chairman of the PDCCC to activate PDOC during emergencies and disasters
 - Coordinate with PDC the development of initial and rapid disaster impacts assessments;
 - Provide feedback and coordinate initial community damage assessments;
 - Coordinate with PDC to Set "On site" temporary operation centres in communities
 - Organize logistics for assessment teams; and
 - Produce provincial situational reports on emergencies and disasters to the NDMO;
- Assist in the development and review of SOP's for the PDCCC and PDOC
- Assist in the development and review of Provincial and Community Disaster Plans for the province and communities; and
- Provide support to the Recovery and reconstruction taskforce where necessary;
- Other tasks as directed by the Secretary General, Director NDMO, Operations Manager, senior Provincial Officer.

Management.

- Reports to the secretary general
- There is no line reporting to this role
- Participate in the performance management framework
- Responsible for personal safety and safety of others.

Business Services

- Monitor workloads and work environment for self and take reasonable steps to minimize risks to self and others
- Implement and monitor equity, diversity, child safety and staff health and wellbeing policies and procedures within areas of delegation

Other Responsibility:

- Ensure gender and protection considerations are mainstreamed through all aspects of work, including active promotion of women's disaster leadership, youth participation and disability inclusion.
- Ensure that all interventions of the humanitarian program increase the protection of civilian populations and support gender equality and women's rights.
- Support interventions that include components of emergency preparedness and building community capacity in disaster response and healthy coping mechanisms.
- Analyse and understand key developments in the humanitarian situation in the Vanuatu and the region.

Representation and Relationship

- Provide training and awareness as required to groups/ schools/ area secretaries, CDCCCs on disaster and Climate Change;
- Develop and maintain professional relations with key stakeholders within the province, other line government departments, civil society, VHT, churches, PDCCC and Area Secretaries, other organisations and individuals at all levels. That includes Shefa provincial structural and institutional arrangements updates to its partners.

Professional Attributes:

- Emotional intelligence and the ability to coordinate a range of organisations to deliver a common goal
- Ability to effectively communicate, negotiate, motivate and influence a wide range of internal and external audiences
- Good written and oral communication skills
- Good inter-personal skills
- Ability to learn, adapt and change
- Ability to influence and bring about change in a cross cultural setting
- Computer literacy particularly MS Office and email usage
- Ability to work autonomously and as a member of a team
- Flexibility and capacity to work beyond office hours under pressure
- Ability and availability to travel and work under hardship conditions
- Understanding of and commitment to humanitarian philosophy, principles and standards
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles
- Ability to meet deadlines and balance competing priorities
- Understanding of and commitment to Shefa province program partner's values including promoting diversity and gender equality.
- Extensive knowledge and network in Shefa province would be a bonus.

Skills and Experience:

- Experience in leading impactful humanitarian response and recovery programs and disaster-risk reduction initiatives
- University degree, preferably in any development field or disaster management (or other formal education equivalent)
- Experience of working in alliance with governments, civil society organisations, national and international NGOs, other development agencies and private sector and partner.
- Ability to travel frequently and live in complex and difficult environments
- Sound political judgment and sensitivity
- Strong external representation skills
- Strong written and oral communications skills in English.
- Strong interpersonal skills and ability to work in a team and manage complex and sensitive organisational relationships
- Knowledge of, and respect and empathy for, the communities of engagement.
- Demonstrable understanding of and commitment to promoting gender equity and the interests of marginalised people.
- Ability to manage complex workloads and deliver work to tight deadlines.

Travel:

The position is based in Shefa Provincial Head Quarter, Port Vila, Vanuatu. The role will involve some travel to program sites and visits to rural communities – involving over-land-4-wheel drive vehicles, small boats and plane trips. It is a condition of employment that staff abide by Shefa Province and its partner agency security and safety protocols, policies and procedures.