

Job Description

<b>Job Title:</b>	<b>Program Officer</b>
<b>Location:</b>	District Branch - Sindh
<b>Department:</b>	Health & WASH
<b>Total Positions:</b>	01
<b>Position Objectives:</b>	
<ul style="list-style-type: none"> <li>• The Program Officer is responsible for all Disaster Management (preparedness and response)</li> <li>• Disaster Risk Reduction (DRR) Particularly Health &amp; WASH project and communication activities in the district as well as management of the Health &amp; WASH Staff at the District level.</li> </ul>	
<b>S. No</b>	<b><u>Specific Duties, Responsibilities, and Accountabilities:</u></b>
<b>1. Disaster Preparedness</b>	Collect and maintain data concerning the District, Tehsils & vulnerable communities, related to disaster management. Conduct a Vulnerability and Capacity Assessment (VCA) and elaborate Disaster Risk Map for the entire District. Formulate a DM plan at the district level in consonance with the VCA results and the local government and FDMA plans. Establish the DM Control Room and its maintenance & ensure efficient functioning at the time of emergency. Prepare and update SOP for disasters/emergency operations in close consultation with the Branch Secretary, FDMA, and political administration. Organize the warehouse and maintain proper storage, safety & security in the pre-disaster phase and timely utilization of DP-Stock in time of Emergency/Disaster. Keep complete records of all inventory items lying in the DM cell/Warehouse at the District level. Organize and conduct First Aid training (in the absence of the branch FA trainer). Mobilize and manage DM resources.
<b>2. Disaster/Emergency Response</b>	Conduct emergency assessments (rapid, damage, recovery) as per organizational standards and formats and share it with MA HQ prior to operational decisions. Organize emergency response operation according to MA HQ plans, SOPs and standards in close coordination with the District Secretary. Identify sites for possible establishment of camps to be used in emergencies. Manage, supervise and record the equipment's & resources used in the disaster management response at the district level.
<b>3. Disaster Risk Reduction</b>	Identify CBDRR projects and submit them for approval to the District Branch Sindh through the District Secretary. Organize, conduct, and manage (plan, implement & monitor) planned and agreed CBDRR activities in the district by involving local communities/volunteers elders and religious leaders, youth and make the visibility of the event in local media. Organize DM and CBDRR training for the communities and volunteers as per training modules and standards. Organize and conduct disaster risk awareness sessions in schools, colleges, and in community. Identity small-scale mitigation projects with the involvement of the local communities.
<b>4. DM Program Management and Networking</b>	Elaborate annual, quarterly and monthly action plans and budget and get it approved from concerns. Ensure economical/optimum utilization of DM Funds being provided for all DM activities. Elaborate accurately on monthly, quarterly, and annual reports along with the financial and narrative reports to be approved by the district secretary before their timely submission to the quarter concerned. Maintain records of all correspondence related to DM activities. Coordinate and maintain close liaison and establish partnerships with the District Level Departments and DDMA related to DM activities and organization of DDMA

	network meetings. Participate in DDMA network meetings on behalf of the District Branch and write and share MoM with the District secretary & HQ. Maintain close liaison with other NGOs & INGOs working in DM operating in the district and report it to the District Branch Sindh.
<b>5. DM Volunteer Management</b>	Recruit and build up a DM volunteers' network by targeting students, community members, and professionals at district level according to the seven Fundamental principles and the volunteer's policy. Develop and maintain a database of the registered DM volunteers' pool. Engage volunteers in activities keep them motivated and ensure that a maximum number of volunteers are active and retained by the district branch. Organize DM Volunteers' Response Team & keep their proper record. Enhance volunteers' skills through their regular involvement in DM training/activities. Any other duties assigned by the District Secretary from time to time.
<b>6. HEALTH &amp; WASH Program Management</b>	Serve as a Responsible person for all the health activities in the district. Carry out planned and budgeted activities with the involvement of the pool of volunteers & Staff. Procurement Need Identification in HEALTH & WASH Project. Liaoning with DHO and District Administration. Supervision of H&W Team in their planned activities. Sharing Staff leaves and office BHU's Timings. Implementation of Activities which are designed in Plan of Action.
<b>Education.</b>	
Masters in Disaster Management from recognized Institution.	
<b>Experience.</b>	
Relevant work experience of at least 2-3 years with humanitarian organizations. Previous experience in DM/DRR projects implementation and coordination.	
<b>Skills / Knowledge.</b>	
<ul style="list-style-type: none"> <li>• Excellent verbal communication and presentation skills</li> <li>• Good writing and speaking skills in English</li> <li>• Proficiency with Microsoft Office (Excel, PowerPoint, Word)</li> <li>• Report writing</li> <li>• Ability to work efficiently in a team environment</li> <li>• Flexibility and ability to work independently and long hours</li> <li>• Ability to travel frequently and for extended periods of time</li> </ul>	
Maximum age limit <b>upto 45 years.</b>	
Traveling (need base)	