

## Programme Officer - DRR

<b>About the organisation</b>	EFRAH Society is started in 1997 to build a society to promote socio-economic justice, and social sensitivity, and to empower disadvantaged groups to become self-reliant and work collectively for social change. The core area of EFRAH intervention is Education, Livelihood, Health, Water & Sanitation, Disaster Risk Reduction, Gender Justice and another area of intervention is advocacy for rights of the children and women.
<b>Job Title</b>	Programme Officer – DRR
<b>Department</b>	Programmes & Advocacy
<b>Location</b>	Assam
<b>Level / Pay Band</b>	INR 81000.00
<b>Reports To</b>	Regional Manager – Bihar
<b>Scope of Position</b>	You will be required to support the Programme Lead-DRR in establishing the link between micro-level project work and macro policy and practices in DRR/humanitarian work. You would be required to participate and contribute to the development of a wider institutional DRR/ Humanitarian strategy. You will manage the relationship with EFRAH's programme partners through regular visits and undertake project appraisal, monitoring, and evaluation, including financial monitoring. You will need to build donor relations, develop donor proposals and produce donor reports as appropriate. You would be required to produce quality reports for management as well as communication purposes nationally and internationally.

**Key  
Responsibilities**

**ROLES AND RESPONSIBILITIES:**

- As part of the Multiple locations team, you will be the Lead on Humanitarian by providing technical support and improving upon the quality of disaster preparedness and also be prepared for any response in respective areas. You will actively monitor the humanitarian context in North India with a specific focus on projected areas.
- You will be responsible for the development, implementation and reporting of DRR Programming and emergency response.
- Establish the link between micro-level project work and macro policy and practices and identify opportunities and strategies to influence policies and practices. Liaise with appropriate government officials, donor agencies, state-level organizations and other bodies as necessary and undertake lobbying and advocacy on appropriate issues concerning disaster management.
- Manage relationship with EFRAH's programme partners through regular visits and undertake project appraisal, monitoring, and evaluation, including financial monitoring; and ensure minimum organizational programme management standards.
- Identify state advocacy/influencing agenda under DRR/humanitarian programme and execute with support from Programme Lead /RM.
- Develop concept notes/donor proposals under DRR/humanitarian
- Manage donor relations including facilitating visits, reporting, case story documentation etc.
- Management of Humanitarian Programme including:
  - Developing programme policies and objectives
  - Recruitment of local staff and management of all staff in line with EFRAH's policies, ensuring that they have the necessary induction, training and support as required
  - Narrative reporting and financial accounting as appropriate
  - Donor contractual obligations adhere and timely compliance of reporting done
  - Programme implementation in a consultative, participative and gender-sensitive way
  - Implementation of staff safety and securing procedures as appropriate
  - Ensure minimum standards (SPHERE); adherence to the Red Cross and Crescent Society Code of Conduct for humanitarian agencies in humanitarian relief
  - Implement EFRAH. Gender, Diversity and Equal Opportunities policies
  - Support programme team to analyse and agree upon appropriate security guidelines and periodical updating as required
  - As a member of EFRAH's team participates in meetings and pieces of training as required including assisting with strategic planning and supporting programme development.
  - In the event of humanitarian disaster, undertake special visits and assignments, participate in assessments, planning and implementation of relief and long-term rehabilitation programmes, and strengthen the capacity of partners and other state-level institutions in disaster preparedness to respond effectively.
  - When necessary and requested by EFRAH, join assessment missions in Humanitarian emergencies, elsewhere in India, for limited and agreed periods.

<b>Qualifications and Experience</b>	<b>SKILLS AND COMPETENCE:</b> <ul style="list-style-type: none"> <li>• Post graduate in Social sciences/Disaster Management</li> <li>• Substantial experience of development work in NGOs, of which a minimum of three to five years of experience in humanitarian work and DRR (including long-term rehabilitation/preparedness)</li> <li>• You will have an excellent all-around understanding and experience of operational DRR and emergency response programming in humanitarian or development contexts.</li> <li>• Thorough understanding of the Resilience Framework</li> <li>• To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, EFRAH's procedures and other regulatory codes (e.g. SPHERE standards)</li> <li>• Adequate understanding of the socio-economic, political and ecological conditions of North India</li> <li>• Strong analytical, conceptual and strategic planning skills</li> <li>• Proven track record of achieving results and of the programme and financial management skills including in the emergency situation</li> <li>• Effective co-ordination and leadership skills and capacity</li> <li>• Diplomacy, tact and negotiation skills</li> <li>• Sensitivity to gender and diversity issues and concern for the priorities of disadvantaged sections in the community</li> <li>• Strong interpersonal skills to work as part of local, national and regional programme teams</li> <li>• Good communication skills with fluency in written and verbal English</li> <li>• Information Technology skills</li> <li>• Physical fitness to travel and willingness for sustained fieldwork</li> </ul>
<b>Relocation</b>	During the course of employment, the post holder may be required to move base on a temporary or permanent basis to any workplace controlled by EFRAH Society
<b>Travel</b>	Ability to travel within the country and abroad as required.
<b>Date Issued</b>	18-08-2022
<b>Last date for application</b>	<b>Send your detailed CV with a covering letter highlighting relevant work experience for said position to <a href="mailto:hr@efrahindia.org">hr@efrahindia.org</a>, latest by 30<sup>th</sup> of August, 2022. Shortlisted candidates will be intimated individually through e-mail.</b>
<b>Approved By</b>	Secretary, EFRAH