



## **Job Profile**

### **Short term position: Senior Advisor- Disaster Risk Reduction**

The Southern African Development Community (SADC) is vulnerable to a range of natural disasters and many disaster events affect several countries simultaneously. A regional approach to managing the risks is appropriate and necessary. The SADC Secretariat DRR Unit is mandated to strengthen the resilience of SADC economies and to take proactive preparedness measures to ensure accurate and timely early warning, response, rescue and recovery actions in order to minimise the loss of lives, disruption of livelihoods, damage to property and infrastructure, as well as the degradation of the environment and natural resources. The Unit focuses on developing capacity enhancement interventions for SADC Member States, assisting them to develop and implement the national DRR/DM strategies that are harmonized with the SADC Regional Indicative Strategic Development Plan (RISDP).

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the SADC Secretariat's Disaster Risk Reduction (DRR) Unit through the SADC/GIZ Project "Global Initiative on Disaster Risk Management (GIDRM)" funded by the German Ministry of Economic Development and Cooperation (BMZ). The objective of GIDRM is to build capacities and skills of selected decision-makers and regional organizations and initiatives in Southern Africa and other global regions to enable the use of risk-informed development (RID) principles taking into account context-specific fragility factors. To address the complex nature of risks and safeguard sustainable development, the GIZ through its Global Initiative on Disaster Risk Management (GIDRM), aims at strengthening risk governance and risk-informed development (RID) in the region.

### **Purpose**

The Senior Advisor-Disaster Risk Management will support the DRR Unit towards the delivery of the Unit mandate, including to:

- Support the GIDRM project in facilitating and making the SADC Secretariat's decision-making processes more risk informed.
- Provide quality advice towards effective management and implementation of the Disaster Risk Reduction programmes focussing on early warning preparedness, response and recovery;
- Develop strategic partnerships and implement the resource mobilization strategy; and
- Provide quality advisory services and facilitate DRR Mainstreaming Knowledge Building and Management; and
- Facilitate project management and management of service contracts.

## **Duties and Responsibilities**

The following are the specific key outputs:

### **1. Provide quality advice towards effective management and implementation of the Disaster Risk Reduction programmes focussing on early warning preparedness, response and recovery;**

- Translation of global, continental and instruments for effective disaster risk management in the region in the identification of risks, early warning, preparedness and response and recovery including promoting linkages within the regional integration sectors;
- Promote mainstreaming of Disaster Risk Reduction in all development/sectoral interventions;
- Identify opportunities for joint project/programme implementation with regional and global institutions;
- Liaise regularly with the Member States Government counterparts and keep the management (ES and DES-RI) informed on the strategic direction of the Disaster Risk Reduction in the region and report to the DES-RI; and
- Provide technical advice to the Unit personnel for effective day-to-day operations on the DRR Unit.

### **2. Develop strategic partnerships and implement the resource mobilization strategy**

- Develop strategic partnerships with donors, UN and non-UN system organizations and regional NGOs to ensure effective management and implementation of the Disaster Management Programs;
- Prepare funding proposals working with PPRM and organize donor briefings for resource mobilization;
- Ensure compliance with the donor reports both physical and financial as per the reporting requirements;
- Coordinate with Government counterparts and various stakeholders for effective coordination and policy dialogue in the field of Disaster Risk Reduction;
- Promote international cooperation and assist SADC to be an active player in the international community in the area of Disaster Risk Reduction and implementation of the regional instruments in line with the AU Africa Strategy for DRR and Programme of Action and the Sendai Framework on Disaster Risk Reduction.

### **3. Provide quality advisory services and facilitate DRR Mainstreaming Knowledge Building and Management:**

- Advocate for the role of Disaster Risk Reduction in development programming promoting DRR mainstreaming within SADC;
- Liaise with regional and international organizations specializing in DRR in support of best practices for knowledge building and sharing;
- Identify training needs and organize training for the key stakeholders on the Disaster Risk Reduction Mainstreaming and Reporting;
- Enhance Disaster Risk Reduction capacity within the unit and amongst Secretariat staff and Member States; and

- Identify and document best practices and lessons learned, linked to the Disaster Risk Reduction and mainstream the lessons in the broader corporate DRM knowledge networks.

#### **4. Facilitate project management and management of service contracts.**

- Design, formulate and implement Disaster Risk Reduction programmes and projects, translating SADC's priorities into regional and national interventions;
- Coordinate programme and project implementation with the executing/implementing agencies and monitor project progress, delivery and results; and
- promote effective Risk Informed Development in programme and project management execution and monitoring and evaluation;
- undertake financial and substantive monitoring and evaluation of DRR projects, identification of operational and financial problems and development of solution;
- Support effective programme and projects oversight through management of audit and risk management registers; and
- Promote effective programme and project reporting.

### **Competencies**

#### **Corporate Competencies:**

- Demonstrates commitment to SADC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies and leadership skills:**

- In-depth knowledge on development issues as may be impacted by disasters;
- Ability to advocate and provide policy advice on DRR issues;
- Excellent interpersonal, communication (written and oral) and IT skills;
- Sensitivity to and responsive, respectful and helpful relations to all partners, with all SADC staff and Member States;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects;
- Ability to formulate and manage workplans, budgets, as well as manage donor contributions;
- Ability to develop concept notes and proposals for mobilizing resources in liaison with the Directorate of Policy Planning and Resource Mobilisation; and
- Ability to adapt and lead the adoption of new systems including IT based systems, and influence staff behavioral/attitudinal change in line with new systems.

### **Education Qualifications and experience**

- Post-graduate degree (Masters) in disaster risk management, environment and climate change management, development planning, rural and urban planning, environmental management, international development, or other relevant field.

**Experience:**

- Minimum seven (7) years of relevant work experience
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to disaster management and development;
- Proficient in using the prevalent computer applications (word processing, presentations, email, etc.)
- Self-motivated, ability to work with minimum supervision; and
- Good communication and interpersonal skills, team-oriented work style, interest and experience of working in multi-cultural environment.
- Fluency in written and spoken English is required

**Language:**

- Fluency in spoken and written English an absolute requirement.
- Working knowledge of Portuguese and French an added advantage

**Duration of the assignment**

This is a short term assignment for a period of 10 months from January 2023 to October 2023