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**Programme Officer – Disaster Risk Reduction**

**Background**

The SADC region continues to face increasing frequency, intensity, and complexity of disasters driven by climate change, environmental degradation, conflict, pandemics, and socio-economic vulnerabilities. The SADC Disaster Risk Management Strategy and Action Plan (2022–2030) and the Regional Indicative Strategic Development Plan (RISDP 2020–2030) reaffirm the commitment of Member States to strengthen regional cooperation in reducing disaster and climate risks and building resilience across multiple sectors.

In line with global frameworks such as the Sendai Framework for Disaster Risk Reduction, the Paris Agreement, and Agenda 2030, SADC is investing in enhancing its regional coordination mechanisms and institutional capacities to anticipate, prevent, prepare for, respond to, and recover from disasters more effectively and inclusively.

**Purpose of the job**

support the implementation, monitoring, and coordination of the SADC Disaster Risk Management Strategy and Action Plan (2022–2030) by providing technical, administrative, and strategic inputs to enhance disaster risk reduction and resilience-building efforts across SADC Member States.

Support the facilitation of regional integration, strengthening early warning systems and promotion of risk-informed development.

**Duties and Responsibilities**

1. **Programme Implementation and Coordination**
* Support the implementation of the SADC DRR Strategy and Action Plan, ensuring alignment with the RISDP and continental/global frameworks.
* Facilitate regional coordination of DRR programmes, policies, and actions among Member States, SADC institutions, and stakeholders.
* Assist in mainstreaming DRR and climate change adaptation into regional and sectoral policies, including infrastructure, agriculture, health, and water.
1. **Technical Support and Capacity Development**
* Support in the provision of technical assistance to Member States on risk assessments, contingency planning, and development of national DRR strategies.
* Support training of Member States and SADC Emergency Response Teams in various planned DRR initiative.
* Support the development and dissemination of knowledge products on DRR and resilience.
* Organize and participate in regional conferences and ministerial meetings.
1. **Data Management and Monitoring**
* Support timely development of DRR Unit quarterly, biannually and annual reports
* Contribute to the development and maintenance of a regional disaster risk information system.
* Monitor and report on implementation progress of the DRR Strategy using harmonized tools and methodologies.
* Assist in coordinating transboundary risk information sharing and preparedness mechanisms.
1. **Partnerships and Resource Mobilization**
* Support resource mobilization efforts of the DRR Unit including preparation of proposals and budgets.
* Prepare concept notes, project proposals, and donor reports.
1. **Planning and Operations of DRRU**
* Support the prepare annual work plans, procurement plans for human and short term technical assistance, and material resources and other relevant planning documentation for the DRR programme
* Assist in the coordination of the Annual Vulnerability Assessment and Analysis Programme especially in regards to the development and implementation of the annual work plans of the various National Vulnerability Assessment Committee.
* Assist with the planning and scheduling of conferences, meetings, workshops and training programs including logistics for participants, resource persons, consultants and staff.
* Coordinating travel and logistics for participants and staff by liaising in line with SADC travel procedures
* Support procurement of goods and services for the DRR Unit in line with the SADC Procurement provisions.

**Qualifications and Experience**

1. **Education:**

A Bachelor’s degree in Disaster Risk Management, Environmental Science, Climate Change, Geography, Development Studies, or a closely related field.

1. **Professional Experience:**
* At least 3 years of progressively responsible experience in Disaster Risk Reduction, climate resilience, or emergency preparedness and response.
* Experience in regional or international organizations, particularly in programme implementation or coordination.
* Knowledge of SADC institutional frameworks and policies is an added advantage.
1. **Key Competencies and Skills**
* Strong understanding of DRR frameworks including the Sendai Framework, Paris Agreement, AU’s Programme of Action, and SADC DRR Strategy.
* Demonstrated ability to work across sectors and with multiple stakeholders.
* Excellent communication, presentation, and report-writing skills.
* Proficiency in English (working knowledge of French and/or Portuguese is desirable).
* Strong analytical, organizational, and interpersonal skills.
* Proficient in Microsoft Office, project management, and data analysis tools.