



Fast Rural Development Program (FRDP)

Job Description and Terms of Reference

Position Title: Disaster Preparedness- Disaster Risk Reduction

Sector/Unit/Project: Building Institutional Capacity and Resilience Against Natural Disasters (BRAND 2.0)

Position Status: 18 months

Reporting Relationship: Project Manager BRAND 2.0

Supervises: NA

Job Summary

The Project Officer DRR will support the planning, implementation, and monitoring of Disaster Risk Reduction, institutional capacity strengthening, anticipatory action, and early warning activities under the BRAND 2.0 project. The role focuses on district-level engagement with DDMAAs, line departments, and communities to operationalize MHVRA, IDSS/DMIS integration, contingency planning, simulation exercises, and shock-responsive mechanisms in the target districts of Sindh.

Authority Assigned

- Lead and facilitate multi-hazard vulnerability risk assessments (MHVRA), anticipatory action, and disaster risk management activities at the district level.
- Plan, organize, and conduct training sessions, workshops, and coordination meetings with relevant stakeholders.
- Prepare, review, and submit project reports, documentation, and field data in accordance with organizational and donor requirements.
- Maintain project records, manage data, and ensure the accuracy and timely submission of information.
- Coordinate with government departments, communities, and partner organizations, and undertake field travel within assigned districts to support project implementation.

Position Specification

Academic/Technical:

Bachelor's degree in Disaster Management, Environmental Sciences, Social Sciences, Development Studies, Geography, Climate Change, or a related field.

Work Experience:

1. Minimum 4–5 years of relevant experience in DRR, Disaster Preparedness, Anticipatory Action, or institutional strengthening projects.
2. Experience working with government DRM institutions (PDMA/DDMAs) and communities in Sindh is highly desirable.

Description of Responsibilities

Regular responsibilities:

Program Implementation

- o Support district-level implementation of BRAND 2.0 activities, including MHVRA data collection, validation, and integration into IDSS/DMIS.
- o Facilitate the development and updating of district/taluka-level contingency plans and disaster management plans with anticipatory action components.
- o Assist in the operationalization of anticipatory triggers and shock-responsive social protection protocols.

Capacity Building & Training

- o Organize and co-facilitate technical trainings, Training of Trainers (ToTs), simulation exercises (SIMEX), and mock drills for DDMA, DEOCs, and line departments.
- o Support cascading capacity-building initiatives through Provincial DRR Wing and NIDM-aligned curricula.

Early Warning and Anticipatory Action

- o Support strengthening of community-based and institutional early warning systems linked to IDSS.
- o Monitor hazard forecasts, contribute to trigger activation processes, and document anticipatory actions.
- o Facilitate coordination between DRM and social protection actors (BISP/SSPA) for timely response.

Coordination & Stakeholder Engagement

- o Maintain regular coordination with DDMA, line departments, FRDP teams, and local stakeholders.
- o Participate in district-level coordination meetings and technical working groups.
- o Strengthen linkages between provincial systems and district-level implementation.

Monitoring, Documentation and Reporting

- o Collect and verify project data, support baseline/end line assessments, and contribute to indicator tracking.
- o Prepare monthly/quarterly progress reports, case studies, and lessons learned documentation.
- o Support MEAL activities and simulation exercise reporting.

Community Engagement & Cross-Cutting Themes

- o Ensure meaningful participation of women, persons with disabilities, elderly, and other vulnerable groups.
- o Promote accountability to affected populations and safeguarding standards.
Integrate gender, age, and disability considerations in all activities