

**Earthquake Response Operations
Deputy District Coordinator – Job Description**

Job description	
Job Title	Deputy District Program Coordinator (DDPC)
Organizational Unit	Earthquake Response Operations
Immediate Supervisor’s Title	District Program Coordinator
Duty Station	Operational Hub of ERO Sindhupalchok
Lateral Relation	ERO Coordinators of HQs and PNS coordinator/Delegates

Background

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery operation.

The deputy District Coordinator is an operational part of the District Programme Unit, established under the NRCS Programme District Chapters undertaking the role to support smooth running of the NRCS earthquake recovery operation maintaining financial system following the standard procedures for the financial and administration management.

Job Purpose

Scope: The DDPC will be responsible for overall activities of the ERO under the direct supervision of the ERO District Coordinator and would supervise all ERO District program specific staff. The role reports directly to the ERO District Coordinator. The DDPC will oversee all aspects of programme design, planning, implementation, quality, accountability and budget management for the program. He/she will address the community needs, as outlined in the program log frame, tracking and reporting on progress, and proposing changes if required. The DDPC will contribute to preparing guidance notes and terms of reference on the integrated components of the program, and give input to the documentation developed by the officers for their sectors. Other key tasks include ensuring proper narrative and financial reporting, risk management as well as coordination and cooperation with the key stakeholders.

The DDPC will support the district program Coordinator in coordinating with local authorities and NGOs and INGOs in the district. Work cooperatively with the PNSs, and to increase efficiency of the implementation of the activities and a ONE movement approach. He/she is responsible for the performance appraisals for the staff in accordance to NRCS SOPs and is expected to contribute to developing staff member’s competencies and skills, using staff development plans to formalise the commitment from both sides.

Job duties and responsibilities

In providing leadership and manage program design, planning, implementation, quality and accountability under the direct supervision of District Program Coordinator, the Deputy District Program Coordinator will:

- Assisting DPC in regularly updating programme planning and monitoring tools, including log frames, weekly, monthly, and quarterly work and activity plans, timelines, coordination tools, monthly Calendar, budget forecasts, and results reports with cooperation of technical staff.
- Assess the appropriateness of different programming options, additions, adaptation and ensure implementation modalities best respond to the needs and context.
- Ensure smooth management and integration of project work plans and budgets (budget forecasting, development of spending plans and budget follow-up.
- Work in Collaboration with DDPC, Finance, and PMER.
- Liaise with other DDPC, ERO HQ, District Steering Committee and PNs to ensure relevant support, tools and resources are being provided and integrated into programming.
- Support and guide PMER activities and ensuring the timely reporting.
- Close coordination with line departments, NRA, DUDBC, PNSs, NGOs, INGOs, and other actors working in same area.
- Strong coordination with ERO HQ, and District Steering Committee through District Program Coordinator.
- Developing, consolidating and monitoring team work plans in line with PoA and implementation including developing delay recovery plan to ensure programme is on track.
- Effectively engaging volunteers in the program, managing their performance, identifying their training needs and providing trainings to staff and volunteers.
- Support and facilitate technical Officers and team members to effectively carry out field activities in line with log frames and work plans.
- Contribute to and support Technical staff members with responsibilities in reporting and communications in demonstrating the response results, meeting NRCS and donors reporting requirements.
- Ensuring accountability, transparency and beneficiaries Communication in projects.
- Coordinate the shared resources of the program (Transport, field hubs, volunteers)
- Advise and ensure on program budget forecasting and expenses approvals. Propose minor reallocations and contribute to revisions for major reallocations (in accordance to PNS agreement).
- Flag challenges and propose solutions to the team to assure timely achievements.
- Inform the District Coordinator of successful achievements to highlight as well as lack of progress and other issues that requires discussions at higher levels.
- Work closely with the support departments to achieve the program goals. Assure good planning using the agreed processes.
- Work closely with Official stakeholders in the district, representing NRCS at meetings and fora.
- Perform any other tasks assigned by District Program Coordinator.

Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework.
2. Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the line manager and District Chapter.

Position Requirements

Education	Required	Preferred
Master's Degree in Social Science or Humanities or equivalent qualification from recognized university.	X	
At least five years of working experience in development project management and implementation.	X	
Experience	Required	Preferred
Voluntary or paid experience with NRCS or with any other I/NGOs or CBOs in Nepal		X
Demonstrated ability to represent the organization at the district level	X	
Excellent program planning, and implementation skills as well as exposure in administration of project.	X	
Knowledge and Skills	Required	Preferred
Excellent written and verbal communication skills	X	
Understanding of gender equality and inclusion (border: protection knowledge is highly desirable)	X	
Sound working knowledge of DM and DR	X	
Demonstrated ability to function in extremely difficult condition and work under pressure	X	
Ability to coordinate internally and externally and provide technical oversight	X	
Ability to work effectively on all MS applications e.g. Word, Excel and PowerPoint.	X	
Languages	Required	Preferred
Good command of spoken and written English		X