

## Earthquake Response Operations

### Livelihood Officer – Job Description

#### Job description

<b>Job Title</b>	Livelihood Officer
<b>Organizational Unit</b>	Earthquake Response Operations
<b>Immediate Supervisor's Title</b>	District Programme Coordinator
<b>Lateral relation</b>	All Thematic coordinator and officer

#### 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.

The Livelihood Officer is an operational part of the District Programme Unit, established under the NRCS Programme District Chapters. The overall objective is to facilitate implementation of livelihood activities in the district. This also implies assessing, evaluating and prioritising livelihood activities within the framework of the programme. Particularly, the position holder is expected to invest significant amount of time in the following activities: coordination, organizing, planning, management of livelihood activities, analyzing appropriate livelihood options viable in the context and need of the beneficiaries.

#### Job purpose

The Livelihood Officer is a key resource person at the NRCS Programme unit, who works with the District Programme Coordinator, other stakeholders including expatriate partners, to translate strategies of livelihood framework into operational activities by planning, designing, implementing and monitoring of NRCS response. The person is expected to play a vital role in designing assessment tools, if not available, defining an effective line of response in livelihood and adapting latest concepts in the sector.

The position holder directly reports to the District Programme Coordinator and maintains lateral relation with rest of the programme team members to maintain technical communication lines.

#### Job duties and responsibilities

The responsibilities of this role are:

- Develop and implement need-based livelihood activities in alignment with operation implementation strategy of NRCS
- Ensure effective implementation, monitoring and evaluation of livelihoods activities in line with approved plans and budget
- Well maintain relationship with expatriate staff of partners for the effective management of the livelihood activities, and that available resources are properly utilized for the purpose
- Provide inputs in the development of systems, procedures, tools, associated methodologies for the implementation of livelihood activities
- Identify and proactively practice new opportunities for livelihoods programming (stand-alone and/or integrated projects) and share feedback to conceive a new implementation approach,
- Support district programme coordinator to review the programme component based on learning, document good practices and apply lessons learnt to modify the implementation approach
- Ensures effective coordination with internal and external stakeholders at the district level
- Build the technical capacity NRCS staff and volunteers in livelihood programme strategies and sustainable approaches, planning, analysis, research and evaluation.
- Support for production of materials such as presentations, annual reports, training materials and defining a point of departure of the livelihood activities in changing conditions
- Work closely with the community institutions promoting sustainable livelihood development in the target area, and mobilise these institutions for the programme as appropriate for community mobilization, establishing support system and reference groups and implementation committee at the local level.
- Establish functional working relation and seek advice of the technical organization operating in the target
- Analyse needs and gap analysis and feedback the partners' expatriate staff and District Program Coordinator.

#### Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7<sup>th</sup> 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
Bachelor degree in the subject or another field combined with a professional or possess working qualification	X	
At least two years of experience of working in IG, SG or livelihood in the rural and urban context	X	
Experience		
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	
Demonstrated experience in implementing rural development programs including off-farm activities, community organization, cooperatives and saving groups	X	

Demonstrated experience in using community-based and participatory approaches and tools	X	
<b>Knowledge and Skills</b>		
Excellent written and verbal communication skills	X	
Demonstrated ability to function in extremely difficult condition and work under pressure	X	
Excellent skills in computers (Windows, Word, Excel)	X	
Understanding of practical approaches to work with community organization, flexible to learn and adapt	X	
Proven skill to assess and analyze needs within the short timeframe, conceive a new ideas	X	
Proven skill to transfer skill, and skill to develop capacity development needs in livelihood	X	
<b>Language</b>		
Good command of spoken and written English		X
Excellent command of Nepali	X	