



JOB DESCRIPTION

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| JOB TITLE: Climate Change (CC) and Disaster Risk Reduction (DRR) Specialist | |
| LINE MANAGER: Portfolio Manager | CATEGORY: 4 |
| WORK LOCATION: Ha Noi – Country Office | TEAM: Programme |
| DIRECT LINE MANAGEMENT: N/A | FINANCIAL RESPONSIBILITY: N/A |

INTRODUCTION:

CARE is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities. CARE works with communities supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a dynamic organisation working with Vietnamese partner organisations over the past 28 years in over 200 projects. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

PURPOSE OF THE POSITION:

The CC&DRR Specialist is responsible for contributing to the development of approaches, models, methods, and tools, and the implementation of CVN's work to address climate change issues institutionally and programmatically, through advocacy effort and with partners. This position will also support the Climate Change and Disaster Risk Reduction (CC&DRR) Advisor and Portfolio Managers (PM) to provide technical CC & DRR advice on the programme development, assuring quality implementation and measurement of CC & DRR work, including capacity building for staff and partners.

This position is based in Ha Noi, with regular travel required to project sites.

MAIN RESPONSIBILITIES

PROGRAMME IMPLEMENTATION AND QUALITY ASSURANCE:

- Responsible for implementation of selected core programme/project priorities;
- Work with the Portfolio Manager and DRR&CC Advisor to support project partners in building Climate Change Adaptation and Disaster Risk Reduction capacity;
- Contribute to the development of sets of indicators and targets to measure the achievements and impact of CVN's CC & DRR work;
- Conduct field visits to monitor programme/projects performance and collect information; conduct technical reviews regularly and take or propose corrective actions as appropriate;
- Prepare individual work plans (including provision of technical inputs to other intervention), and participate in team work planning, programme planning and other relevant planning processes; and
- Perform additional duties as required by the supervisor.



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PROGRAMME DEVELOPMENT:

- Contribute to or lead the development of new concept notes and proposals including analysis, theory of change, approaches and actively seek funding and partnership opportunities;
- Contribute CC & DRR analysis and update them periodically to inform programme development, planning, implementation and advocacy; and
- Keep updated of emerging trends and best practices relevant to CC&DRR to inform programme development and strategic planning for the whole organisation.

OTHER RESPONSIBILITIES AND CONTRIBUTIONS

STRATEGY AND LEADERSHIP:

- Actively contribute to CVN's strategic direction setting and organisational development as a senior member of CVN;
- In cooperation with other staff, promote organisational cohesion and learning through coordination and information sharing among and between all staff; and
- Demonstrate a passion and commitment to CARE's approach and values including gender equality and diversity and show leadership on these issues through the CVN team.

CAPACITY BUILDING AND COORDINATION:

- Liaise with and regularly debrief with partners and communities to ensure quality trainings and follow up; and
- Support DRR/CC Advisor in planning and conducting various capacity building activities for staff and partners.

MONITORING, EVALUATION AND LEARNING (MEL):

- Contribute to activity report writing and documenting processes, models/approaches and lessons learned;
- Participate in data collection for project evaluation, research, and case studies; and
- Assist in the preparation of donor and other organisational reports and presentation.

ADMINISTRATION AND FINANCE:

- Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; and
- Use activity funds in line with the approved budget properly and effectively and in compliance with CARE's finance manual and donor guidelines.

PARTNERSHIP, ADVOCACY, AND REPRESENTATION:

- Ensure the effective application of 'partner-led' approach in the programme implementation;
- Contribute to the development and maintenance of effective relationships with relevant internal and external stakeholders;
- Represent the project team and project partners in relevant forums at national and local levels as required.



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COMMON ACCOUNTABILITIES FOR CVN STAFF:

- Proactively participate in the APPA process including the annual appraisal, mid-year review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans as ways of improving performance and outcomes;
- Engage in emergency preparedness and be ready to join emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor Degree in Environment Management/Nature Resource Management/Climate Science or other related fields and/or 4 years relevant work experience in community based development programmes;
- Proven experience in design, development and execution of climate change adaptation and disaster risk reduction for community based development programmes;
- Demonstrated understanding and application of gender equality and women's empowerment and a commitment to CARE's approach and values;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving skills and time management;
- Demonstrated ability to contribute to team objectives and work effectively in a group setting;
- Good oral and written communication skills in both Vietnamese and English and presentation skills; and
- Fully conversant in Microsoft Office and numeracy skills.

APPROVED BY: CD

DATE: November 2017