



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

**MINISTRY:** Ministry of Environment, Climate Change, Disaster Management and Meteorology

**DIVISION:** National Disaster Mgmt. Office

**DUTY STATION:** Honiara

**POSITION NUMBER:** 299-00114

**MINISTRY VACANCY REF:** MECDM 35/2024

**POSITION TITLE:** Community Based Disaster Risk Officer

**POSITION LEVEL:** L7/8

**SALARY RANGE:** \$1,904.05 - \$2,368.23 fortnightly

**THIS POSITION REPORTS TO:** Chief Operating Officer

**THIS POSITION SUPERVISES:** Operating Officer

### SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for the management; implementation and monitoring of community based Disaster Risk Management (CBDRM) in the country as well as maintaining a descriptive list of planned and ongoing DRR/CCA programmes in the communities and liaise closely with key SIG and non-SIG stakeholders. He/she is also responsible to conduct advocacy, monitor progress and provide guidance in implementing CBDRM in communities and develop CBDRM training, public education and awareness programmes to communities.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- To provide assistance to SI NDMO and also serve as the SI NDMO focal point for matters pertaining to the coordination and delivery of community level DRM initiatives.
- Work closely with the various regional and international NGOs and CSO and assist NDMO in ensuring the consistency of community level initiatives with the broad policy framework provided under national DRM institutional arrangements and the relevant regional and national policies and plans
- To Support the establishment of Village Disaster Risk Committees

- To support the development of village Disaster Risk plans and processes in all communities. These plans include Village emergency response plans, evacuation plans, camp and evacuation centre plans, Risk reduction action plans etc.
- To provide training support to all village Disaster Risk Committees.
- To support alignment of Disaster Risk Reduction and Climate Change Adaptation initiatives at the community level
- To develop tools to support identification of risks, prioritising risks and treating the risks at the community level.
- Coordinate with key stakeholders, development DRR action plans at the community level.
- Undertake Disaster Risk Management awareness with Provincial Disaster Officers at the community level.
- Represent the office at official meetings as and when requested.
- Carry out any other task/duties as assigned/required by the Director/Deputy Director from time to time.

#### **SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS**

The incumbent of this position will have their performance assessed according to the following key deliverables:

- All Government agencies and business houses have a focal point for DRM contact.
- Terms of Reference, Standard Operational Procedures and Village Disaster Risk plans developed and maintained in the communities.
- Disaster reduction and climate Change adaptation action plans developed and implemented in the communities.
- Standardised tools and processes established to forward the Disaster Risk and Climate Change adaptation agenda in communities
- Improved coordination between Government, INGOs, CSOs and all stakeholders in the implementation of DRM and CCA agenda and activities in the communities.
- Safe communities' programmes developed and implemented in communities. ( including schools)
- Village Disaster response plans with assigned responsibilities developed tested and exercise regularly at the community level.
- Establishment of safe and resilient communities who has the ability to manage their risks and disasters.
- Chief Operating Officer is represented at official meetings in his/her absence as requested.
- Supervisors are satisfied with completion of additional duties as requested.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Bachelor's Degree in Environmental Science, Climate Change or a related discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

### **Desirable Qualifications**

- Preferably a Bachelor's Degree in Environmental Science or Climate Change Studies

### **Capabilities Required**

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

## **SECTION F – KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria:

### **Experience**

- A minimum of 3 years' work experience in climate change duties, in emergency situation related duties.
- At least 2 years minimum working in government sector, private sector or similar institution.
- Experience in managing and supervising non-established employees and volunteers.
- Experience in managing and supervising non-established employees
- Capacity to foster enthusiasm and commitment in management and administration of BSU programs.

### **Skills and ability:**

- Ability to understand and comply with the requirements of the National Disaster Council and its ethics.
- Ability to write succinctly and prepare and present reports
- High level interpersonal and communication skills including the ability to convey concepts clearly and concisely and to manage relationships at NDMO with counterparts in other Ministries
- High level interpersonal and communication skills including the ability to convey concepts clearly and concisely and to manage relationships at Division with counterparts in other Ministries.
- Excellent oral and written communication skills and a motivated team player.
- Ability to work under pressure and be able to meet strict deadlines.

### **Knowledge:**

- Excellent conceptual and analytical skills and a capacity to think strategically.
- Understanding and a commitment to the provision of reliable services to support the operations of the Climate Change Division.

**Attitude**

- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

**SECTION G - TERMS AND CONDITIONS**

a)	<b>Current Level:</b>	L7.1
b)	<b>Fortnightly Salary:</b>	\$1,904.05 per fortnight
c)	<b>Annual Salary:</b>	\$49,505.29 per annum
d)	<b>Annual Leave Entitlement</b>	28 Days per annum
e)	<b>Housing Allowance</b>	15% of basic if not accommodated under SIG Housing or PSRS.
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

**SECTION H - APPROVAL *(Business use only)***

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

14/8/24  
.....  
**Date Approved**

*Additional Comments:*