

## TERMS OF REFERENCE (TOR)

### **General Information**

Position title:	National Technical Assistant – EPR/DRM
Sector:	Emergency Preparedness & Disaster Risk Management
Duty Station:	Monrovia
Duration:	10 Months ( <i>1 Feb 2014 – 30 Nov 2014 with no guarantee for renewal thereafter</i> ).
Supervisor:	Director, National Disaster Relief Commission / MIA
Salary:	Negotiable/ attractive

### **Background**

The National Disaster Relief Commission (NDRC) of the Ministry of Internal Affairs is the office that is responsible to coordinate and manage emergency preparedness and response and disaster risk management in Liberia. The Commission is mainly established: a) to cater to disaster victims; b) to review regularly different disaster prevention, preparedness, relief and rehabilitation measures and to coordinate them; c) for planning; and d) to establish and maintain collaboration and coordination with representatives of relevant Government line ministries and agencies, UN agencies, donor missions and private partners relative to emergency preparedness and response and disaster risk management programmes in the country.

The World Food Programme (WFP) and the Government of Liberia represented by the Ministry of Internal Affairs signed a memorandum of understanding in May 2012 for collaboration in providing support to strengthen the capacity of NDRC for emergency preparedness and response and disaster risk management. Among many others, the capacity strengthening support includes the recruitment of a national technical person to be based full-time at the NDRC. Therefore, with support obtained from the EU Global Facility for Disaster Risk Recovery (EU-GFDRR) through the World Bank, MIA is seeking to hire an experienced Technical Assistant for a short-term to provide support for the NDRC/MIA. The Technical Assistant will also serve as a liaison officer between the NDRC/MIA and WFP to undertake activities related to emergency preparedness and disaster risk management. In general, the objective of this assignment is to systematically implement the plans and activities outlined and agreed by the MIA and WFP to strengthen capacities of NDRC to prevent, mitigate, prepare and respond to any type of disasters in the country.

### **Duties and Responsibilities**

- Prepare and submit weekly work plan to the Director/NDRC for approval at the beginning of every week;
- Liaison between the MIA and WFP to undertake activities as outlined in the terms of reference;
- Provide support to the endorsement of the draft Disaster Management Policy/Act through consultations at local and National levels;

- Develop a plan of activity in consultation with MIA and WFP that shows budget breakdown and timeline;
- Develop project proposals in consultation with NDRC of MIA and WFP to enhance capacities of staffs;
- Assist NDRC in developing monitoring tools to be used at national and local levels;
- Participate in disaster area assessment programmes at all levels;
- Participate in regular meetings at NDRC as well as in different disaster management coordination meetings;
- Assist NDRC in developing programs for staff in the area of Disaster Management, food Security monitoring, risk identification and analysis, forecasting and early warning, technical report writing and other similar tools;
- Provides analytical reports regularly (on a quarterly basis) to the Director of the National Disaster Relief Commission on DRR/DRM activities and disaster impacts in Liberia;
- Supports the commission to mainstream DRR/DRM in Government's Policies and Development Plans, develops comprehensive preparedness, response and recovery strategy and annual work plan for the National Disaster Relief Secretariat and ensure synergy is built with other DRR/DRM related activities in the country;
- Support the establishment of DRM structures at county and district levels and assists counties develop county-specific contingency plans and emergency response guide;
- Provide technical support and guidance to the establishment, maintenance and analysis of project monitoring, reporting and evaluation system to assess changes and support Government EPR/DRM programming decisions;
- Network and foster partnerships with other government and civil society organizations that build upon and strengthen existing capacities in EPR/DRM and build effective collaboration between NDRC/MIA and relevant agencies; and
- Perform other related duties as required.

***Qualifications, Experience and Competencies Required***

- University degree in sociology, economics, agriculture, geography, rural development and or similar relevant discipline;
- Previous experience in emergency preparedness and response and disaster risk management, early warning. or a closely related area, such as food security analysis;
- At least 3 years of of work experience in EPR/DRM related activities;
- High level of analytical capability ,writing and presentation skills;
- Strong knowledge of the data collection, treatment, and manipulation techniques typically associated with it;
- Excellent working knowledge of English;
- Computer skills in Microsoft Office (particularly Word, Excel, Power Point) and at least intermediate skills in windows based database and GIS applications;
- Ability to plan and organize work and supervise field staff; and
- Resourcefulness, initiative, maturity of judgment, tact and ability to establish and maintain effective working relations with other colleagues in Government ministries, departments and communities of different national and cultural background.

All applications must be address to:

**Director**

Human Resource Division  
Ministry of Internal Affairs  
Executive Mansion Ground  
Capitol Hill, Monrovia-Liberia

Date of opening: December 23, 2013

Date of Closing: January 13, 2014 at 4:00pm

Only short listed candidates will be called for an interview.