

JD TEMPLATE VERSION	July 2021
JD LAST REVIEWED ON	May 2024

Job Description

JOB TITLE	Climate Change DRR and Resilience Advisor	REPORTS TO	Executive Director	JOB LEVEL		LOCATION	Kathmandu with travel to clusters and hospitals as required
OBJECTIVE OF THE JOB	Advise and support UMN’s overall Climate Resilience and DRR work and provide inputs/skills to UMN staff as well as local partner staff to develop and implement relevant DRR plans.						

AREAS OF RESPONSIBILITY	DECISION MAKING	QUALIFICATIONS & EXPERIENCE
<ul style="list-style-type: none">▪ Work with responsible teams to ensure that each UMN office has an up-to-date disaster plan aligned with the local government.▪ Support (esp. in capacity building aspect) Cluster Team Leaders, Cluster DM focal persons and partners in planning for disaster response in their geographic area.▪ Ensure relief interventions comply with UMN Relief Policy & Emergency Preparedness and Response Plan, appropriate international humanitarian standards and Nepal government protocol.▪ Be part of the UN & AIN related Cluster groups.▪ Contribute to project design and proposal writing for Climate Change and Disaster management projects in Clusters.▪ Work with UMN’s Monitoring Evaluation Accountability and Learning, (MEAL) team in monitoring disaster management indicators of the Strategic Plan.▪ Contribute to local and global learning by ensuring that good practice at all levels is documented and disseminated.▪ Ensure UMN remains up to date on issues relating to Climate Change impacts, disaster management, resilience, and on best practices globally.	<ul style="list-style-type: none">▪ Strong relationships with the Programme and other relevant teams.▪ Contribute to all decisions relating to Climate Change and DRR.	<ul style="list-style-type: none">▪ Minimum of master’s degree in relevant areas.▪ Experience with Climate Change and DRR related work.▪ Experience in grant writing/management is preferred.▪ Cross-cultural work experience would also be beneficial.▪ Mature individual with significant leadership experience in proposal development.▪ Passion for advocating for the rights of poor and marginalized people.▪ Comprehensive understanding of Nepali context.
	DIMENSIONS <ul style="list-style-type: none">▪ Within the boundaries of Project Agreement▪ Some visits to clusters and hospitals are required to enable better understanding of UMN’s work.▪ Undertake such tasks outside of the area of responsibility that are agreed upon with the Teams as being beneficial to UMN’s activities.	SKILLS, ATTITUDES, BEHAVIOURS <ul style="list-style-type: none">▪ Strategic thinking and analytical skills.▪ Methodical organiser, able to multi-task.▪ Active listening, communication and feedback.▪ Interpersonal skills to build and maintain networks with various stakeholders.▪ High competency in planning, prioritising and organising.▪ Ability to communicate with donors and senior staff and contribute input at a level that commands their respect.▪ Seeking to model the UMN values and vision.▪ Abide by current UMN policies.