



Job family :	Programme	Duty Station:	Bangkok/Thailand
Job category:	Programme Assistant for Disaster Risk Reduction (DRR)/Resilience (Group II)		
Line manager :	Regional DRR/Resilience Coordinator	Supervision exercised : N/A.	
Back-up :	N/A.	Replacement : N/A.	

1. Job summary:

The job holder carries out activities to contribute to the delivery of an effective humanitarian response and more specifically ECHO's Disaster Risk Reduction/Resilience Integrated Operational Approach. The job holder contributes to assessments, monitoring and evaluations of projects, as well as to the analysis of the humanitarian context in the area of coverage.

2. Responsibilities & Tasks:

Within delegated authority, the Programme Assistant (Group II) will be responsible for the following tasks:

Programme work

- Contributes to the appraisal, monitoring and evaluation of DRR/Resilience projects, including financial assessment of proposals;
- Critically studies and comments upon partners' reports and field operations and reports to line manager
- Assists the TA in the preparation of fiche-ops, as appropriate;
- Assists with, participate in, and report on meetings, as appropriate;
- Advises on the operational capacity of implementing partners on aspects related to DRR/Resilience;
- Drafts reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation and DRR/Resilience in the country/region;
- Produces and circulates information of common interest (humanitarian situation reports, background information, etc.);
- Accompanies the TA on field visits, as requested and may act as an interpreter if necessary. It may be required for the PA to undertake such missions alone or with other TAs than the line manager;
- Assists the HoO/TA in the event of an emergency response;
- Prepares maps, when appropriate;
- Provides back-stopping and surge support capacity in case of need.

Specific duties for the Programme Assistant:

- Pro-actively follows local or regional events that may impact on the humanitarian situation in the country/region, with a particular focus on issues linked to DRR/Resilience;
- Appraises monitors and evaluates projects and reports to the line manager.

Working with partners

- Maintains contacts with ECHO's partners, advising the TA of any major issues arising;
- Ensures communications with ECHO's partners, including establishing and maintaining a database of relevant organisations and personnel;
- Maintains contracts/grants database;



Representing ECHO

- Participates in meetings, as requested and appropriate;
- Liaises with local authorities and institutions, as delegated and appropriate;
- Assists with enhancing the visibility and communication of ECHO's overall assistance.

Other specific responsibilities/tasks:

- Provides reports and other ad-hoc documents as requested and to be verified and agreed by the TA;
- Responds to requests for information as delegated;
- Prepares missions: agenda setting, contacts with partners, programming visits, meetings, etc.;
- Supports in-house Information Management relating to DRR/Resilience (e.g. archiving Information Education and Communication materials produced under the projects, maintains a database of essential technical resources developed by partners and other key stakeholders, etc.).
- Undertakes any additional tasks as assigned by the TA, Head of Office/RSO and/or Headquarters.

3. Competencies required:

- High level: Drive for results, Conduct in service, and Working with others
- Medium level: Decision-making, Managing & organizing information, Strategic thinking & planning, Communication, Organizational awareness, Adaptability & flexibility, and Leadership.

4. Job Requirements:

Education:

- A relevant first level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant experience at national or international level in supporting programme/project operations., including experience with an NGO's, donor or national/international organisation;
- An experience of at least 3 years in Disaster Risk Reduction / Resilience preferable;
- Good knowledge of the EU humanitarian aid system preferable;
- Good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Good understanding of Humanitarian Aid principles, policies and Standards;
- Strong presentation skills of complex information to diverse audiences.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Languages:

- An excellent knowledge of English (verbal & writing).