

**CARITAS ARCHDIOCESE OF SUVA
POSITION DESCRIPTION**

1. JOB IDENTIFICATION

Position: **DISASTER MANAGEMENT COORDINATOR**
Incumbent: N/A
Reports to: Executive Director
Location: Caritas Archdiocese of Suva, 04 Hercules Street, Suva
Date: **01 November 2023**
Written by: Technical Advisor

Reporting Positions: No. Prime Task

WASH Officer

2. PURPOSE OF POSITION

The Disaster Management Coordinator is responsible for overall management, implementation and monitoring and evaluation of the Water, Sanitation and Hygiene (WASH) Expansion, Resilient Islands, Strengthened Environments (WE RISE) Project in Fiji. The Coordinator will ensure the design and implementation of WASH activities are technically sound and are implemented on time and within the budget and that the programme is in compliance with donor funding. The Coordinator will also lead disaster preparedness, mitigation and response to any natural or man-made disaster that may occur in Fiji.

3. WORKING RELATIONSHIPS

With	Frequency	Purpose
Executive Director	Ongoing	Ensure that the development, implementation, planning and monitoring of disaster management and WASH activities are in line with the Catholic Social Teachings and Caritas principles.
Caritas Commissions	Ongoing	Support the humanitarian work in social, environment and ecological justice

Parish Priests	Ongoing	Support the humanitarian work in disaster management and WASH and to liaise on disaster management and WASH activities to liaise on training and awareness activities, programmes
Finance Department	Ongoing	Support adherence to good financial governance and compliance to policies and procedures. Respond to request and clarify issues, verification of invoices and payments. Assist in purchasing inventory.
Caritas Vicar	As required	Assist with human resources and pastoral
Heads of Departments	As required	Assist and support in communications and other Caritas needs
Caritas, Donor & Govt. Agencies	As required	Maintain a high level of awareness of target vulnerable groups. Develop excellent relationships and network with relevant government agencies, Non-Governmental Organisations, donors and community groups
Religious & Secular groups/ Communities	As required	Communities are partners in the design and delivery of development and aid projects.

4. DIMENSIONS

Revenue Budget	-	\$TBA
Expenditure Budget	-	\$TBA

5. RESPONSIBILITIES

- (i) Lead the planning of WE RISE project implementation and ensure adherence to technical standards, quality programming standards, best practices and donor guidelines.
- (ii) Use appropriate management tools to plan, review and track progress on project implementation as well as on the utilization of project resources.
- (iii) Oversee the project preparatory works, assessments, technical requirements, selection of contractors, and ensuring compliance with donor agreements and with statutory and technical legislation issued by appropriate government authorities.

- (iv) Ensure that the constructed water supply infrastructure is appropriate and follows national and international standards.
- (v) Provide technical designs and bill of quantities of all water infrastructure.
- (vi) Prepare all necessary contract documents for tender.
- (vii) Prepare cost estimates, evaluations of bid proposals, work authorization orders and issue site instruction for contract construction.
- (viii) Ensure that the necessary systems are set in place for long-term operation and maintenance of all water supply systems.
- (ix) Provide technical oversight during construction to ensure project completion within budget, schedule and desired quality of workmanship.
- (x) Ensure good management of stock in the pre-positioned disaster containers and of available resources.
- (xi) Ensure the effective coordination and integration of hygiene promotion activities with the delivery of WASH activities. Ensure hygiene promotion activities promote safe WASH practices including use and maintenance of WASH facilities and services.
- (xii) Lead and coordinate with disaster and WASH team on planning, monitoring, evaluation and reporting of activities.
- (xiii) Implement monitoring, reporting and evaluation systems and ensure the strategic implementation of key learning initiatives.
- (xiv) Oversee management and maintenance of up-to-date documentation related to all project approvals, monitoring and implementation.
- (xv) Prepare internal and external reports for donors, including expenditure plans and situation reports.
- (xvi) Ensure timely and quality preparation of donor project narrative reports, performance indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required by the local government and donors as per reporting schedule.
- (xvii) Ensure proper documentation/reporting of project and disaster activities and good practices/lessons learned from the project and disaster management are recorded to improve future planning, programming and implementation.
- (xviii) Manage the financial and reporting aspects of the project and perform acquittals required by Caritas and donor.
- (xix) Identify training needs for staff, volunteers and communities on WASH and other disaster issues.
- (xx) Ensure collaboration with WASH cluster, Ministry of Health – Environmental Health Unit, Water Authority of Fiji – Rural Water Supply Unit, Disaster Service Liaison Officers (DSLOs), the Fiji National Disaster Management Office, and other relevant stakeholders.
- (xxi) Advise senior management about strategic programming directions and issues affecting project implementation.
- (xxii) Monitor developing and potential disasters and provide regular feedback to the Archbishop.

- (xxiii) Implement disaster preparedness, response and relief activities including WASH activities in accordance with Caritas guidelines and/or the mandate set out in the Fiji National Disaster Management Plan.
- (xxiv) Lead assessment and rapid response in any humanitarian situation, with written report and recommendations.
- (xxv) Develop disaster component of annual budget.
- (xxvi) Represent the Archdiocese, when required, in stakeholder consultations, cluster meetings/forum on WASH, disaster management, disaster risk reduction and emergency response.
- (xxvii) Prepare monthly reports.
- (xxviii) Develop relationships and alliances with non-governmental partner organisations, Caritas Oceania member organisations, government agencies, private sector, bilateral and multi-lateral institutions, and other international NGOs.
- (xxix) Write proposals to seek funding as and when required.
- (xxx) Lead disaster response with strict adherence to the Caritas principles.
- (xxxi) Any other duties which the Executive Director, Archbishop of Suva or his authorised representative will need to be done from time to time.

6. PERSON SPECIFICATION

Education

Diploma in Civil Engineering, Environmental Engineering, Disaster Management, Environmental Health, or related field. A bachelor's degree is an advantage. Equivalent field experience will also be considered in lieu of a degree.

Experience

- Minimum 5 years' work experience designing and managing water and sanitation projects both in the non-profit sector as well as in the private engineering sector.
- Advanced knowledge of water engineering including, preparing drilling projects, pumping tests, construction and design of water supply systems using boreholes or spring catchments as source, knowledge of construction of spring catchments, knowledge and experience of hand dug wells as well as rehabilitation of these, experience of chemical and alternative water treatment systems and approaches, and water quality testing and analysis of on-site water samples using test kits. Experience with the design of solar powered water systems, rainwater collection, and constructed wetlands or other alternative wastewater treatment techniques will be a plus.
- Experience in hygiene promotion, community development, community mobilization, or similar self-help initiatives, and a desire to maximize integration of program delivery, is preferred.
- Highly knowledgeable in appropriate construction administration systems and procedures, in particular control of works and financial management.

- Must be able to handle multiple tasks simultaneously and work effectively and efficiently, both independently and as part of a team.
- Experience dealing with sensitive topics and an appreciation for how these issues are dealt with in different cultural contexts.
- Prior experience in cross-cultural settings would be an asset.
- Valid Fiji Driver’s License.

Skills, Aptitudes, Personality

Outstanding written and oral communications skills, including interpersonal skills
 Strong management and leadership skills
 Excellent time management, planning and organisational skills
 Achievement and goal oriented
 Ability to drive projects and work independently in an efficient and effective manner
 Be proficient with Microsoft Office products and applications and be computer savvy
 Outstanding work ethics
 Ability to work under pressure, manage complex workloads and deliver work to tight deadlines

7. ADDITIONAL INFORMATION

The position is based in Suva, Fiji. The role requires working with precision and speed. There is a requirement for some travel to programme sites and visits to rural communities. A good understanding of and commitment to Catholic Social Teachings, Caritas values and mission, humanitarian philosophy, principles and standards as well as equity, diversity, child safe and health and wellbeing principles are essential to the work.

Received by:

Dated: