

JOB DESCRIPTION

1. JOB DESCRIPTION				
Position	Department/ Location	Report to:	Reportees/ Supervision	Gr
DRR Program Coordinator	Climate Change and Disaster Risk Reduction Program (CCDRR)	CCDRR Program Manager	None	
2. JOB PURPOSE				
Ensure effectiveness of capacity building and grant management for the CNGO partners in CCDRR in compliance with CWS policies, partnership protocol and operating standards.				
3. Core Duties and Responsibilities				
<ol style="list-style-type: none"> 1. Increase the knowledge and skills of target beneficiaries and CNGO partners in planning, implementation, finance management, monitoring and evaluation. 2. Participate in CBDRR and ER project design. 3. Plan and organize functions for linking and networking among target beneficiaries. 4. Assist respective CNGO partners to develop relevant technical operational guidelines. 5. Monitor the project expenditures versus budget plan and make necessary suggestions to Program Manager for work plan, reflection revisions and notify PM of any issues and work together on resolution. 6. Develop necessary monitoring tools for CCDRR Program and apply them into the project monitoring activities. 7. Conduct regular monitoring and coaching visits to all Project location to ensure that the implementation of the Project conforms to the plan. 8. Develop operating guidelines for CCDRR Program. 9. Write reports including and recommendations to improve the implementation of the Program. 10. Actively participate in advocacy for mainstreaming CBDRR into government local planning process. 11. Contribute to program development and improvement including project design and proposal development. 12. Represent CWSC in any networking meetings/workshops related to DRR/ER such as the CDRR Forum, etc as requested by supervisor. 13. Develop good networking relations with stakeholders working in DRR/ER at national and provincial level to support the project's implementation. 14. Continuously promote the importance of honesty and transparency to target beneficiaries and report any potential or evident corruption. 15. Ensure gender, peace, child protection, Sphere minimum standard and Code of Conduct in humanitarian aid are taken into full account in program/project operation. 16. Other duties as requested by supervisor 				
3.2 Occasional Significant Duties				
<ol style="list-style-type: none"> 1. Assist Program Manager in organizing organization's special event such as PDD, donor meeting and staff retreat. 2. Deliver training courses according to plan and as necessary to improve program quality. 3. Identify outside expertise and organize trainings, workshops as needed. 				
4. JOB SPECIFICATIONS (Education, Experience and Skills)				
Education	Work Experience (in years)	Experience in similar position (in year)		
Bachelor degree in development management, disaster management or equivalent relevant field.	7 year	5 years		

Skills

- Analytical skill
- Good communication and interpersonal skill
- Facilitation and negotiation skill
- Fluent in Khmer and English writing, speaking and listening skill
- Very good Ms Office computer skill
- Disaster management, development or relevant field with INGO
- Project design, proposal development, report writing, monitoring and evaluation
- Working with or through CNGO
- Government relations

Medium– decisions affect program implementation and grant compliance

6. PERFORMANCE INDICATORS

7. APPROVALS

Position	Name:	Date:	Signature:
Sector Head/ Team Leader, Manager			
Position Holder			
HR Manager			
Country Representative			