



Vanuatu Red Cross Society

Job description

CCA Project Officer

Position Title:	Climate Change Adaptation Project officer
Line Manager:	Vanuatu Red Cross DM Coordinator
Delegate Line Manager:	French Red Cross Head of Delegation
Functional link :	FRC WASH Project Manager & FRC DRR Project Manager
Supervises :	Climate Change Adaptation Support Officer
Functional supervises :	Branch and Sub-Branch Officers
Job location:	VRCS headquarter in Port-Vila (travel to the Provinces upon request)

Purpose of the job:

The Climate Change Adaptation Project Officer will ensure and facilitate the proper coordination and implementation of the activities related to the “Yumi stap redi long climate change” program on Agriculture and Coastal Protection sectors in Torba Province in the scope of the funding provided by the Australian Government (AUSAid) through Oxfam AUS, under the guidance of the French Red Cross Head of Delegation.

She/He will provide competence and support to the CCA team in monitoring and evaluation, and reporting of the project activities under implementation for agriculture, coastal protection, and Climate Change sectors as well as work in close coordination with the Red Cross branch/sub-branch Officers and volunteers dedicated to different geographical areas.

She/He will advise and manage the CCA Support Officer and be in functional link with the DRR/DM department for Weather, Climate and Climate Change awareness activities, and with WaSH department for water supply activity (RWHS). She/He will work closely with the other members of the VRCS DM team, especially the Disaster Manager, to ensure the coherence of VRCS projects and avoid overlapping between DRR/CCA and DM activities.

Purpose of the program:

Considering its location on the ring of fire and the cyclone belt, Vanuatu is prone to geological and hydro-meteorological hazards which are increasing the communities' vulnerability. Torba has been identified as one of the most isolated provinces of the country with poor access to public services. Due to its location, it also constitutes one of the cyclone highest risk area in the country. This community based program will involve all stakeholders dealing with natural disasters management, Climate Change, Wash, Agriculture and Natural Resources Management; so that they will be empowered to prepare and respond to future events.

The French Red Cross is supporting the Vanuatu Red Cross in implementing a project called “Together becoming resilient” (TBR) in 23 communities in the Torba Province, which started in 2010, aiming at reducing the communities' vulnerability to disaster. The Climate change Adaptation project is also implemented in Torba Province. This project is made in consortium with 5 other organizations to strengthen the communities' capacities in being more climate change resilient. The VRCS/FRC is supporting as well the implementation of the community action plans established during TBR1 and TBR2. This project will contribute to improve access to safe drinking water and improve hygiene practices.

DUTIES APPLICABLE TO ALL:

- Work towards the achievement of VRCS objectives in the country/province of operation through effective managerial and lateral relations and teamwork
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
- To promote and respect Red Cross fundamentals principles
- To perform other tasks as may be assigned by the FRC Head of Delegation

Specific Project duties, responsibilities and accountabilities

Under the supervision and with the support of the FRC Head of Delegation:

1. Ensure the conform implementation of the Climate Change Adaptation project activities already designed in Agriculture and Natural Resource Management sectors in coordination with the already identified partners (with the support of the FRC HoD in case of problem)

- Follow up and ensure the respect of the agricultural partnership agreement made with FSA (Farmer Support Association) for the smooth implementation of the agriculture activities;
- Support the agriculture activity implementation with the technical partner (FSA);
- Follow up and ensure the respect of the MoU signed between the stakeholders involved in agriculture sector and in the VRCS project activity (FSA, VRCS/FRC, and DARD: Department of Agriculture and Rural Development at Provincial, and National level);
- Monitor the Vetiver grass planted in Vanualava and support FSA and Forestry department in the development of guidelines if needed;
- Supervise and adapt if necessary, the implementation of Natural Resource Management (NRM) activities (coastal and marine protection);
- Support the Provincial Forestry department with the improvement of the Provincial Nursery by providing materials and tools and supervising the implementation;
- Facilitate and organize coordination meetings amongst the stakeholders involved in NRM sector and in the VRCS project activity (FSA, VRCS/FRC, Forestry and Environment departments Provincial and National level);
- Monitor and evaluate Agriculture and NRM activities implemented, and develop recommendations and lessons learnt for future similar project activities;
- Develop the monitoring and evaluation tools for the two CCA project activities (Agriculture and Coastal Protection);
- Collect operational and general information from Head of Projects on Wash and CC Awareness activities in order to be able to write the reports for the donor. The FRC Head of Delegation is responsible for the overall management of the CCA project and its coherence.
- Participate and support the organization of peer monitoring visits with CMG (Consortium Management Group) partners;
- Participate to CMG workshops and meetings related to CCA consortium program;
- Participate to VCAN (Vanuatu Climate Adaptation Network) coordination meeting on behalf of the Vanuatu Red Cross;
- Participate to the Agriculture/Food Security cluster meetings led by the DARD at national level if any;
- Participate to meeting and workshops in link with Departments of Environment and Forestry if any;
- Ensure the proper filing and capitalization of the project activities;
- Maintain regular contact with community leaders, community groups near to and in the selected communities
- Conduct preliminary assessment if required and upon the request of the FRC Head of Delegation to identify further activities in the scope of the second phase of the CCA consortium program;
- Analyse the information gathered during preliminary assessment on the community's needs in the field of Climate change Adaptation.

2. In collaboration with the FRC delegation and the national society, the CCA project Officer will:

- Update the budget follow up for the Climate Change Project with the support of the FRC Admin/Fin coordinator;
- Respect VRCS procedures (among which procurement ones);
- Participate to coordination meetings organized by the FRC HoD with the VRCS/FRC operational department such as DRR/DM department for Weather, Climate and Climate Change awareness (Klaod Nasara and WCCC Handbook key facts and figures), and the Wash Department (SCP/P2HK) for the improvement of RWHS (Rain Water Harvesting System);
- Work closely with and seek advice from Red Cross and Red Crescent Climate Center advisor on the CCA project activities;
- Participate regularly to the coordination meetings;
- Support of the Provincial Red Cross Branch/Sub Branch Officers in the implementation of CCA activities;

3. Reporting

- Ensure the VRCS/FRC external program's representation upon the request of the FRC Head of Delegation;
- Contribute to the FRC monthly report for the CCA project activities;
- Contribute to the donors annual and progress reports in relation with FRC Head of Delegation and Red Cross Red Crescent Climate Center;
- Participate and contribute to the development of the project proposal for the second phase of the CCA consortium program;
- Write final report for the CCA project activities and based on the monitoring and evaluation activities conducted as well as recommendations and lesson learnt of the project activities;

Lateral relations

1. Facilitate the collaboration between VRCS/FRC, the targeted communities and essential stakeholders in area of intervention.
2. Maintain an effective operational partnership with the technical partners, other relevant government departments (Provincial and National level) and national stakeholders as necessary.
3. Ensures smooth coordination and sharing of information with other agencies involved in CCA in Vanuatu and regionally.
4. Participate to coordination meeting with VRCS, national/provincial and local authorities/institutions (NDMO, SG Province etc...), or with international and local agencies upon the request of the FRC head of Delegation.
5. Participate and contribute to the Consortium Management Group and "Network" workshop and meetings for the programs.

Qualifications and profile required

Experience of program coordination in the field of community based natural disaster risk reduction and/or climate change adaptation and/or environment.

Demonstrated experience and competencies in at least two (2) of the following sectors:

- Program coordination and development, particularly in humanitarian field
- Disaster risk reduction activities
- Climate change adaptation
- Environmental and/or Agriculture activities
- Community based program
- Capacity building/training
- Monitoring and evaluation

University graduate in one of these sectors or field related will be an asset.

Ability and flexibility to travel regularly, particularly in the Torba province. She/He will be expected to spend several stays of few weeks in the islands.

Knowledge, skills and experiences required

1. Driving licence is an asset
2. Excellent computer skills (Internet, Word, Excel, PowerPoint, Outlook)
3. Excellent communication, writing and presentation skills
4. Team management, training and facilitation skills
5. Excellent interpersonal skills, good records with the DRR/CCA key national institutions
6. Interest in sharing professional skills as well as learning from others
7. Knowledge of the Vanuatu context preferred
8. Knowledge of Bislamar preferred
9. Open-minded, dynamic and flexible
10. English and/or French speaker required
11. Knowledge of Red Cross movement will be an asset

WORKING HOURS:

- According to the VRCS internal regulations
- Flexibility in working schedule may be required, according to program needs and fixed timeframe

VRCS is an organization involved in emergency, early recovery and development program. Therefore, all VRCS staff have to be available at any time in order to respond to any emergency work, should the need arise.