

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



TITLE: Emergency Preparedness and Response Manager	
TEAM/PROGRAMME: PDQ	LOCATION: Nepal Country Office
GRADE	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children is seeking a Emergency Preparedness and Response Manager (EPRM) for an anticipated 5-year BHA/Nepal ER4 Activity. This activity aims to build the capacity of the local government to lead the response and establish linkage with the provincial and federal government for surge capacity. It also seeks to build the capacity of Nepal’s most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters, ultimately reducing their own disaster risk, thrive and become more resilient.</p> <p>The EPRM is responsible for providing leadership and vision for strategic decisions to leverage resources from other USG and non-USG programs in Nepal to enhance local-level preparedness and resilience to recurrent disasters. The individual will provide leadership in technical multi-sectoral analysis and response design, if disaster strikes during the life of this award. The EPRM represents humanitarian coordination groups and provides advisory support to Nepal’s National Disaster Risk Reduction and Management Authority for coordinated and effective response in the targeted province(s).</p> <p>This position is contingent upon donor approval and funding.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Lead evaluations of needs for preparedness and accompany local government and community in the development of preparedness plans. • In the case of emergency, support coordination of Government-led multi-agency assessment and planning activities, and provide technical support to partner staff as appropriate • Represent the project in humanitarian coordination groups and clusters. • Advise the NDRRMA on needs on the ground to facilitate linkages between federal to local levels of Government for a two-way coordination mechanism and response in targeted provinces. • Collaborate with relevant key stakeholders, such as the NDRRMA, DHM and other line Ministries or government/implementation agencies, including at the provincial level to coordinate and share lessons learned from the project. • Ensure integration of GEDSI considerations in preparedness and response interventions promoted by the project. • Build capacity of local partners and local stakeholders in emergency preparedness, anticipatory action and response. • Create and sustain a work environment of mutual respect where the project team strives to achieve excellence. • Incorporate SC’s vision and values and full adherence to Code of Conduct principles. 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. <p>Ambition:</p>	

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS:

- Master's degree in a discipline pertinent to disaster risk management, humanitarian assistance, resilience, natural sciences, or a closely related field is required.

EXPERIENCE AND SKILLS

ESSENTIAL:

- Minimum 7 years of experience in relevant field.
- Strong understanding of the national disaster risk governance structure and global humanitarian architecture.
- Demonstrated experience influencing broader humanitarian and disaster risk management actors for collective action and effective disaster management, prior to, and after disasters.
- Experience with USAID/BHA approaches and regulations an asset.
- Demonstrated experience with supporting to build local NGO capacity.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations.
- Creative problem-solving skills with the ability to work effectively in resource-constrained environments is important.
- Excellent oral and written communication skills in English. Fluency in Nepali.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding obligation:

The position holder is responsible to ensure that their conduct is in line with the SCI's Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI Code of Conduct and SCI anti-harassment policy

JD written by: Lodovica Tranchini

Date: 25/10/2024

JD agreed by:

Date:

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Updated By:	Date:
Evaluated:	Date: