adpc

Asian Disaster Preparedness Center

POSITION DESCRIPTION

Updated: Jan 2017

Position Title: Finance & Administrative Associate	**Grade / Levels:** E2

The **Asian Disaster Preparedness Center (ADPC)**, established in 1986, is a regional non-profit foundation with headquarters in Bangkok, Thailand supporting the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters upon countries and communities in Asia and the Pacific. The primary geographical focus of ADPC's activities is Asia with the South, South East, and East Asia being the primary sub-regions. In 2005, nine countries, namely Bangladesh, Cambodia, China, India, Nepal, Pakistan, Philippines, Thailand, and Sri Lanka signed a Charter establishing ADPC as an inter-governmental organization.

ADPC has vast experience of 30 years of working in Asia Pacific region along with the national and local Government of its charter member countries as well as countries of the Regional Consultative Committee on Disaster Management (RCC); a regional mechanism established by ADPC in 2000 and comprising of head of national disaster management offices of 26 countries in Asia Pacific. ADPC also shares a close partnership with sub-regional inter-government agencies, such as Association of Southeast Asian Nations (ASEAN), South Asian Association for Regional Cooperation (SAARC), Secretariat for Pacific Community (previously known as SOPAC) on various DRR related themes including capacity building, strengthening institutions and systems, knowledge management and mainstreaming DRR into development. It works closely with a range of UN Agencies including UNDP, UNICEF, UNESCAP, WHO, WMO, UNISDR, UNOCHA, UN-Habitat, etc. on DRR related projects and consulting services. ADPC works with international and local NGOs, national technical and training institutions, Red Cross and Red Crescent Societies. Further details on ADPC and Programs can be found at www.adpc.net

ADPC aims at supporting governments strengthen institutions and build capacity for mainstreaming DRR into development processes at all levels. The primary focus of ADPC is to assist national and sub-national Governments in Asia to build capacity to respond to, prepare for and mitigate the natural disaster risk and adaptation to climate change. It includes building Institutional and Legal systems in reducing risk due to natural disasters and adapting to climate change, Assessment of Risk; undertaking risk reduction programs and programs for adaptation to climate change, Hazard specific mainstreaming of DRR & CCA into development, etc. Accordingly ADPC is comprised of several thematically organized operational departments such as Department of Safer Development Planning and Implementation, Department of Climate Change and Climate Change Adaptation, Department of Resilient Cities and Urban Risk Management, Department of Disaster Risk Management Systems, Department of Public Health in Emergencies, Department of Disaster Risk Assessment & Monitoring, Training Services Department and Information Technology and Communication Department. With over 100 staff from 19 countries and with professionals with expertise in development planning, engineering, architecture, agriculture, social sciences, health science, climate sciences and disaster risk reduction, ADPC has been involved for years in strengthening partnerships between nodal agencies on disaster risk management (DRM) and national agencies of water resource, agriculture, meteorology & hydrology, geology, physical planning, development planning & financing etc. and other sectors for effective integration and institutionalization of DRR in development planning processes.

Statement of Intent:

The Finance & Administrative Associate will be responsible for undertaking all the finance and administrative tasks of various programs/projects and liaise with ADPC Human Resources and Administration and Finance Departments on regular basis.

Note:
It is not the intent of this Position Description to cover every aspect of the position requirements, rather highlight the most important areas of personal and joint responsibility.

Required Qualifications / Selection Criteria:

Qualifications and Experience:

- Bachelor Degree in Economics, Finance, International Relations or closely associated field.
- At least three years of proven experience in project administration and finance management in Asia & the Pacific region
- Familiarity and at least two years of experience in coordinating international workshops, conferences, and meetings
- Previous experience in working with Humanitarian NGOs and international organizations
- Knowledge of working ethics of national government agencies, International NGOs, National NGOs, private organizations and international organizations would prove to be an added advantage.
- Proficiency in English and Thai Language both in writing and speaking. Proficiency in other regional languages would be an added advantage. The applicant should be Thai nationality only.

Personal Qualities:

- Self-motivated, pro-active and take initiatives;
- Demonstrated ability and plan and organize work and time independently;
- Excellent interpersonal skills, team-oriented work style, and experience in working in a multi-cultural environment;
- Strong desires to learn, undertake new challenges, must a creative problem-solver, and must have self-confidence, willingness to work hard, good sense of humor but with seriousness about the quality and excellence of work.

General Requirements:

- Operate within all ADPC Guidelines & Procedures/ Policies;
- Provide ongoing capacity building training & development to ADPC staff as required.

Duties and Responsibilities:

- Coordinate finance and admin tasks of the department, its programs, and regular meetings & conferences;
- Ensure timely submission of liquidation reports, timesheets and other administrative forms on regular basis;
- Provide administrative and finance support including procurement and logistic support to the project teams based in various countries in the region;
- Support project management, monitoring & evaluation and reporting tasks assigned by respective project managers
- Support training events, participants and field missions during the project implementation
- Support TSD Department Head in the management of the day to day functions of the department.
- Other duties and responsibilities as assigned by the Head – Training Service Department

Supervisor(s): Department Head- Training Service Department (TSD) of ADPC

Reporting Relationship:

- Report directly to the Department Head of TSD;
- Work closely with other staff of ADPC.