



POSITION DESCRIPTION

Updated: January 2017

Position Title: Senior Project Manager	Grade / Levels: C2
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Department: Training Services Department (TSD)

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 socio-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:
Senior Project Manager will be responsible for designing & implementing Monitoring & Evaluation Framework, Knowledge Management System, Progress Tracking and provision of budget management support to the Training Services Department.

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:**

- Ph.D. or MSc in Engineering, Disaster Management, Economics, and Natural Resource Management, Business Administration or any other related fields is essential;
- At least ten years of proven experience in Monitoring & Evaluation, proposal writing, project management in the field of Disaster Risk Management;
- Previous proven experience in disaster risk reduction, humanitarian response, preparedness for response and recovery to natural disasters is essential;
- Experience in mentoring staff, government counterparts, NGO workers, and private organizations for collaborative partnerships for risk reduction endeavors;
- Knowledge of working ethics of national government agencies, UN, International NGOs, National NGOs, private organizations and international organizations would prove to be an added advantage.
- Proven experience in working with multiple donors, familiarity with donor requirements, donor reporting, relations and progress reports submission

Personal Qualities

- Self-motivated, pro-active and take initiatives;
- Demonstrated ability and plan and organize work and time independently;
- Demonstrated ability to mentor staff and staff career development
- 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, 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:

- Design Monitoring and Evaluation Frameworks, Progress Tracking Tools and Knowledge Management Systems for promoting the evidence-based DRR programming;
- Develop regular progress reports and capture evidence-based good practices and case studies to highlight the project impacts on the ground;
- Record and maintain data clearance and reporting requirements by the multiple donors
- Budget management, devise strategies and tools for financial progress tracking and ensure financial compliances and standards across multiple programs;
- Provide programmatic leadership to the project managers, technical experts, and program coordinators in various DRR programs being implemented in the region;
- Guide project managers and technical experts in different countries in the region to track the progress and periodic evidence-based evaluations;
- Lead baseline assessments, mid-term and final evaluations and document lessons learned and good practices that can be up-scaled in the region;
- Coordinate with ADPC monitoring & evaluation team and provide technical resource inputs;

- Perform other duties and responsibilities as assigned by the department head.

Reporting Relationship:

- Report directly to the Department Head, Training Services Department
- Work closely with other directors and department heads of ADPC