



POSITION DESCRIPTION

Position Title: Information Manager	Grade/Level:
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Division: DMS Team	Program:
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The Disaster Management Systems (DMS) Team is pursuing the advancement of Disaster Risk Management through projects and programs in the following thematic areas:

- Building capacities of National, Provincial and District Disaster Management Systems in the South and South East Asian region;
- Supporting and strengthening the effectiveness of regional mechanisms; e.g. the ASEAN committee for Disaster Management, the ISDR Asia Partnership etc
- Mainstreaming Disaster Risk Management in Development practice in member countries of the ADPC’s Regional Consultative Committee on Disaster Management (RCC);
- Mobilizing support from government departments and agencies for Community Based Disaster Risk Management (CBDRM) through interventions at policy, planning and implementation levels

The DMS team will soon initiate the implementation of the Partnerships for Disaster Reduction in Southeast Asia Phase 4 (PDR-SEA 4), an innovative regional program being implemented jointly by the ADPC and UNESCAP with funding support from DIPECHO.

The program require working with the National Disaster Management Offices, selected line ministries, local authorities and DIPECHO partners in the South East Asian countries in order to promote the adoption and application of local and community based approaches to disaster risk reduction.

Project Countries: Cambodia, Timor Leste, Indonesia, Lao PDR, Philippines and Vietnam (Thailand as the venue for regional workshops and meetings)

Job Purpose

The Information Manager will help to build the capacity of partners and national disaster management organizations in the project countries in developing/or enhancing their information and communication tools and systems. He or she will also facilitate regional and in-country information sharing strategies and manage the production and implementation of information products/activities for partnership building.

Supervisors:

CBDRM Project Manager
DMS Director

Required Qualifications/Selection Criteria:

Essential

1. A minimum experience of four years in information management field in development or disaster risk management organizations, preferably in a managerial position;
2. Practical experience of at least three years in developing and producing newsletter and website;
3. Experience in designing and upgrading databases;
4. Practical experience in moderating electronic fora;
5. Knowledge or understanding of internet, web development, and content development for websites. Knowledge and familiarity with latest online information technology tools (such as content management systems, RSS, portal technology and internet news-exchange) would be desirable.
6. Proven ability to strategize, plan and organize work, monitor activities and budget
7. Ability to network and establish good relations
8. Excellent skills in written English; experienced in writing and layout of reports, proposals, magazines/newsletters in English
9. Ability to work independently and in/with a team
10. Practical experience working in a multi-cultural team
11. Ability to work for long hours and under pressure

Desirable

- Preferably a national of any of the project countries
- Experience of working in Southeast Asia in an NGO or international environment

Duties and Responsibilities

- Develop a detailed workplan and budget for the activities related to the information;
- Manage, monitor and report on the activities and budget related to the information;
- Review, upgrade and update the existing PDRSEA web site periodically, which is perceived as an information store house and knowledge bank of regional disaster information on experts and specialists, projects, publications and training resources in the region;
- Review new tools on information technology and apply them for the improvements in the project website; Content Management Systems, RSS Internet News Exchange tools;
- Classify and organize the information, collected from project partners, into databases that should be developed and made accessible;
- Produce and manage the publication of the regional and national PDRSEA newsletters on quarterly basis;
- Manage the content of the existing monthly e-magazine (Echoes) and convert it into a full community site that will showcase features and content useful to disaster risk management practitioners in the region;
- Link the PDRSEA and Echoes website with other existing disaster risk management networks for technological and information exchange;
- Promote and encourage horizontal networking among partners, and enhance formation of thematic communities and forums;
- Support and advice DIPECHO partners and NDMOs on their information needs;
- Upgrade and maintain email list of disaster practitioners in the region;
- Manage the consultants who may work for the information component of the project;
- Write monthly, quarterly and annual reports;
- Write updates on information activities of the CBDRM in the region and the project achievements;
- Contribute to the development and writing of proposals to strengthen ADPC's work in the area of CBDRM;
- Perform other tasks related to PDRSEA project that may be required to implement the project, and

those identified in relation to information initiatives of ADPC;

- Coordinate and collaborate with other relevant programs and units of ADPC in managing the above activities;

Starting Date: Before end of February 2007

Contract: 1.5 year contract with possibility of extension

Deadline for submission of applications: 31 January 2007

Interested Candidates Please submit your applications to:

Ms. Cinthuja Leon

Manager

Human Resources Development

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