

Project Coordinator

DRR Anticipatory Action



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Organization Background:

Human Development and Community Services (HDCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for special needs children and community radio stations. HDCS is committed to attracting and retaining the best employees from all ethnicities, gender and backgrounds in our vision to transform the communities.

Responsibilities:

The **Project Coordinator Anticipatory Action** will design and coordinate in cooperation with other HDCS Departments, local government and local stakeholders in a new DRR Forecast-Based Emergency Response Project in Lamjung and Manang.

The work will at first cover the design phase including a wide range of areas such as data collection and processing, project framework design, stakeholder mapping and research and then later on project management and all types of DRR activities.

Responsibilities will include: full project coordination and management in close cooperation with HDCS HQ. Coordination of ongoing project framework design for the different anticipatory action project phases such as coordinating topic-related research, data collection and data analysis frameworks. In the second phase implementing of the designed and agreed framework with relevant DRR activities.

Conditions:

This is a full-time position with 40 working hours per week. The employment contract will be on a yearly basis, with necessary extensions until the close of the projects. The position is based in Kathmandu with frequent travel to project locations in Lamjung and Manang.

Qualifications:

- Bachelor's degree or equivalent with specialization in fields such as Project Management, DRR, Administration, Engineering, IT Programming, Social Science, Health, Environmental Science, Economics, or other.
- Minimum 3 years of work experience in the area of project management and/or DRR in development sector
- Experience in DRR sector like Disaster Preparation, Mitigation, Response, Anticipatory Action
- Highly autonomous working style and capacity to co-develop own solutions where there is no pre-determined way
- Strong analytical problem-solving mindset and creativity to develop new systems to the project
- Experience in data collection, administering questionnaires and conducting interviews, data collection and data entry
- Learning attitude and willingness to develop technically
- Strong verbal and written communication skills in English and Nepali