

Project Officer

Forecast Based Emergency Response Project (FOREBER) Phase III

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<https://lnk.in/87G6Y>



Last Submission date: 31 July 2026



Project Location	:	Lamjung (covering Lamjung & Manang), Nepal
Service type	:	Anticipatory Action Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)
Type of Contract	:	1 September 2026 – 31 August 2027
Post Level	:	Mid-level management
Reports to	:	Climate & Disaster Resilience Specialist
Qualifications	:	Bachelor's degree in DRR, Climate Change, Environmental Science, Engineering, Development Studies or related field (Master's preferred)
Professional Experience	:	Minimum 3 years of relevant experience in AA, DRR, CCA, humanitarian or resilience programming

Organisation 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 children with special needs, and community radio stations. HDCS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform the communities.

Purpose:

The Project Officer is responsible for the effective planning, coordination, implementation, monitoring, and reporting of the Forecast Based Emergency Response (FOREBER) Phase III Project in Lamjung and Manang districts. Reporting to the Climate & Disaster Resilience Specialist, the Project Officer provides technical leadership to strengthen anticipatory action, disaster preparedness, climate resilience, community-based disaster risk reduction (CBDRR), early warning systems, and emergency response mechanisms.

The position works closely with local governments, the Department of Hydrology and Meteorology (DHM), National Disaster Risk Reduction and Management Authority (NDRRMA), provincial and district stakeholders, community institutions, and technical partners to improve disaster preparedness, strengthen local capacities, promote forecast-

based financing approaches, and ensure quality implementation in accordance with donor requirements, government policies, and HDCS standards.

Responsibilities:

1. Project Planning, Technical Leadership & Quality Implementation (25%)

- Lead the technical planning, coordination, and quality implementation of FOREBER Phase III activities in the field according to the approved Detailed Implementation Plan (DIP), work plans, and project objectives.
- Provide technical guidance to promote communities' awareness on Forecast-based Financing (FbF), Anticipatory Action (AA), Community-Based Disaster Risk Reduction (CBDRR), climate resilience, and emergency preparedness interventions.
- Support preparation of annual, quarterly, and monthly implementation plans in coordination with the Climate & Disaster Resilience Specialist.
- Ensure timely implementation of project activities while maintaining quality standards and donor compliance.
- Identify implementation challenges, risks, and technical gaps and recommend appropriate corrective actions.
- Ensure project interventions align with national DRR policies, Local Disaster and Climate Resilience Plans (LDCRP), Local Disaster and Climate Resilience Strategy (LDCRS), and Sendai Framework priorities.

2. Capacity Building, Training & Community Preparedness (20%)

- Design, organize, and facilitate technical training, workshops, simulation exercises, mock drills, orientations and awareness campaigns together with the local Government and other key stakeholders on disaster preparedness and climate resilience.
- Strengthen the capacity of local governments, disaster management committees, community volunteers, schools, youth groups, women's groups, and community organizations.
- Support preparation and revision of Early Action Plans (EAPs), contingency plans, evacuation plans, and community preparedness plans.
- Support the development of training materials, IEC materials, facilitation guides, and technical resources.
- Conduct coaching and supportive supervision to strengthen technical capacity of the community stakeholders in Lamjung and Manang
- Promote community participation, local ownership, and continuous learning.

3. Stakeholder Coordination & Partnership Management (15%)

- Maintain strong coordination with local governments, DHM, NDRRMA, provincial ministries, security agencies, humanitarian clusters, Red Cross, NGOs, INGOs, and technical partners.
- Facilitate regular coordination meetings, technical working groups, and multi-stakeholder consultations.
- Support integration of forecast-based approaches into local disaster management planning.
- Represent HDCS in district and municipal coordination meetings and technical forums as delegated.
- Strengthen partnerships with community institutions to improve disaster preparedness and emergency response capacity.

4. Monitoring, Reporting & Knowledge Management (15%)

- Monitor project progress against approved indicators, work plans, and donor requirements.

- Ensure timely collection, verification, and reporting of project data using KOBO and other digital monitoring systems.
- Maintain accurate project records, beneficiary databases, monitoring information, and supporting documentation.
- Prepare high-quality monthly, quarterly, annual, and donor reports.
- Document lessons learned, case studies, success stories, and best practices.
- Support project reviews, evaluations, assessments, learning events, and documentation.

5. Emergency Response, Compliance & Quality Assurance (15%)

- Support preparedness and emergency response activities during disaster events.
- Coordinate rapid assessments, emergency distributions, and early action activities when forecasts trigger anticipatory interventions.
- Ensure compliance with donor regulations, organizational policies, government standards, and humanitarian principles.
- Promote safeguarding, gender equality, disability inclusion (GEDSI), accountability, Protection, Age, Gender and Inclusion (PAGI), and Community Engagement and Accountability (CEA) throughout project implementation.
- Support procurement planning, logistics coordination, inventory management, and utilization of emergency supplies.
- Ensure quality assurance during project implementation and monitoring.

6. Organizational Support & Representation (10%)

- Support the Climate & Disaster Resilience Specialist in project planning, coordination, budgeting, and implementation.
- Foster teamwork and effective communication among project staff and partner organizations.
- Maintain professionalism, confidentiality, integrity, and ethical conduct.
- Represent HDCS in workshops, coordination meetings, and community events as delegated.
- Perform any other duties assigned by the line manager or management in support of organizational

Essential Skills & Competencies:

- **Technical Leadership:** Demonstrated knowledge of Disaster Risk Reduction (DRR), Forecast-based Financing (FbF), Anticipatory Action (AA), Climate Change Adaptation (CCA), Emergency Preparedness, Community-Based Disaster Risk Reduction (CBDRR), and resilience programming.
- **Training & Capacity Building:** Proven ability to design and facilitate technical training, workshops, simulation exercises, community awareness campaigns, and learning events.
- **Stakeholder Coordination:** Strong ability to coordinate effectively with government agencies, humanitarian partners, local communities, technical institutions, and development partners.
- **Project Planning & Management:** Excellent planning, organizational, coordination, prioritization, and time-management skills with the ability to manage multiple activities simultaneously.
- **Monitoring, Documentation & Reporting:** Strong skills in project monitoring, data quality assurance, report writing, documentation, and digital data collection using KOBO and Microsoft Office applications.

- **Emergency Response:** Understanding of humanitarian standards, emergency preparedness, rapid assessments, early warning systems, emergency response coordination, and disaster response mechanisms.
- **Integrity & Inclusion:** Strong commitment to safeguarding, accountability, gender equality, disability inclusion (GEDSI), humanitarian principles, and the HDCS Code of Conduct.
- **Communication & Facilitation:** Excellent interpersonal, communication, presentation, negotiation, and facilitation skills with diverse stakeholders.
- **Driving License:** Valid Category "A" motorcycle driving license with a minimum of two years of driving experience.
- **Travel:** Willingness to travel extensively and work in remote and disaster-prone areas of Lamjung and Manang.