

## JOB DESCRIPTION

### Deputy Project Manager-Disaster READY Project

Position title	Deputy Project Manager-Disaster READY Project
Location	Viqueque, Timor-Leste
Reports to	Disaster READY project Coordinator
Grade	Grade 6 step 1
Salary	US \$974 per month
Position type	3 Months
Start date/timeframe	May 2, 2023

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

### 1.2 About the programme

#### **Project Information: Disaster READY Project**

The Disaster READY project phase two (DR 2.0) is a 4.5 year project implementing in Timor-Leste since July 2022 through a consortium of five International NGOs (CARE International in Timor-Leste, CARITAS Australia, PLAN International Timor-Leste, Oxfam Timor-Leste, and World Vision Timor-Leste). CARE is implementing the project in Viqueque jointly with Knua Haberan Comunidade (KHC) the local implementing partner and Ra'es Hadomi Timor Oan (RHTO), the national disability organisation and work closely with Civil Protection Authority of Ministry of Interior in the same municipality.

The Disaster READY phase one was successfully completed in June 2022 with a numbers of key achievements and challenges that informed the design and implementation approach for phase two. Building on the solid foundation established in DR phase one, in phase two, the project continues to build the capacity of communities to be better prepared and more resilient to disasters and climate change. All project partners aim at mainstreaming inclusive approaches in all community-level activities. Working with the organisation for persons with disability (RHTO) in ten municipalities where Disaster READY partners are operating also help ensure strong locally-led disability inclusion.

The project has three main outcome areas namely:

**Outcome 1:** Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities

**Outcome 2:** Local civil society actors (NGOs, CBOs, churches, informal groups) have improved institutional and technical capacity to fulfil their role in effective and inclusive disaster preparedness and climate change adaptation.

**Outcome 3:** National and sub-national governments are supported to lead effective, inclusive, and coordinated disaster preparedness, climate change adaptation and response activities.

## 2. The role

### **PURPOSE OF THE POSITION:**

The Deputy Project Manager is responsible for supporting the Project Manager with the overall planning and management of the Disaster READY Project. The position will provides quality oversight to ensure that activities implemented in the target areas are using the appropriate strategies and in line with the work plan stated in the DFAT application. The position is responsible for managing the project field officers and providing them with guidance on CARE process and procedures as required. The role will also play an important role in continuing to foster the relationship with various stakeholders in the target areas. The Deputy Project Manager will be responsible for overseeing all field level reporting and finances, and supporting the Field Officers in preparation of project level planning and reporting. The role will also closely work together with the local implementing partner to ensure coordinated project activity implementation. This job description may need to be revised based on project needs. This position will be based in Viqueque.

### **MAIN RESPONSIBILITIES:**

#### **Project Management:**

- Ensuring the planning, implementing and reporting of activities happens on a timely basis in the target areas
- Ensure timely and open communication with Disaster READY Coordinator in order to facilitate appropriate decision making in regards to the project
- Act as a Project Focal Point person for DRP on behalf of CARE
- Participate in regular internal and external meeting and represent both projects at sub-national level.
- Coordinate and collaborate with other relevant agencies and government and non-government agencies working in the sectors in Viqueque.

**Project planning:**

- Along with Field Officers, develop work plan for all the activities awarded in the contract considering the given timeframe
- Approved monthly work plans for project activities developed by Field Officers and ensure its implementation.
- In case of any deviation in planned activities should communicate with Field Officers and make alternate plans and update Supervisor

**Project Implementation:**

- Liaise and coordinate with KHC, the local implementing partner, and RHTO to ensure timely implementation of activities and reporting as per the project workplan
- Liaison with Field Officers to ensure Municipality and sub-district authority are updated about the project progress and future plan;
- Lead the implementation of project activities in accordance to the project annual work plan
- Liaison with Field Officers to ensure that all relevant data are stored/update and captured especially beneficiaries database and implementation tracker;
- Coordinate with Field Officers to ensure collection of record and follow up on success stories, lessons learned as per the project MEL and communication plans.
- Prepare monthly progress report in coordination with the Field Officers

**Human Resources, Financial and Logistics Management:**

- Supervise Field Officers based in the municipalities
- Together with the management team, help all staff to develop ownership and responsibility for the program as a whole and create a team spirit amongst staff; and
- Organize staff development initiatives as appropriate for the project staff
- Develop performance development plans according to mutual agreement
- Identify critical staff capacity needs and communicate to Human Resources and DR Coordinator as appropriate to improve his/her capacity

**Monitoring and Evaluation**

- Ensure the quality of implementation of project specific activities in line with the program MEL plan and close collaboration with the Program Quality unit and MEL Specialist
- Monitor timely implementation of local implementing partner and RHTO in accordance with the partnership agreement
- Provide regular reports to management in regards to the progress of the program and in case of any deviation from the approved plan with alternate suggestion/plan.
- Support team in baseline, mid line, and end line data collection process and reporting, as appropriate.
- Track progress of planned activities and based on the progress prepare plan for the next.
- Support Disaster READY Coordinator with all required information in reporting.

**Liaison and Representation**

- Liaise with other relevant agencies and relevant stakeholders in Viqueque to update/share the project progress
- Communicate with other relevant agencies and share the best practices in both way.
- Represent CARE in all forum as required.

- Work closely with three consortium positions; Program Manager, MEL Specialist and Communication Officer

### **Other**

- Manage project advances, expenditure and financial acquittal as needed
- Proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as applicable.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity
- Uphold and promote CARE's commitment to Disability inclusion and Child Protection.
- Uphold CARE's code of conduct

## 3. Selection criteria

### **EXPERIENCE AND QUALIFICATIONS:**

- Relevant Bachelor's degree with at least 5 years' experience in managing project in the municipalities
- Prior experience working in the Disaster management area is a an asset
- Experience in Village Savings and Loans Association
- Experience of Community Vulnerable Capacity Assessment
- Experience of Community Score Card
- Experience in project planning, and monitoring of work plan, budget and expenses
- Good leadership and management skills
- Ability to promote collaboration with Government, Local authority, and other partners
- Ability to understand, comply and uphold all relevant organization policies and standard procedures
- Ability to write and present regular reports to management as required
- The candidate should be organized, effective, creative, a team player, and highly motivated  
Computer literacy within standard Microsoft Office programs, i.e. Word, Excel, Power Point, and Data Bases and excellent communication skills in English and Tetun both written and spoken. Fluency in Local languages is an asset