



Terms of Reference

Project Officer in Disaster Risk Management

About us:

Prepared International (PPI) is an expert consultancy that specializes in research and capacity building services in the field of **Disaster Risk Reduction, Preparedness and Resilience, as well as Climate Change adaption and Emergency Management**. The experts at PPI work together to inform political decision-making while providing effective capacity building strategies in the long term. The PPI approach encompasses a holistic set of tools for approaching Disaster Risk Reduction (DRR), including the development of preparedness models, organizational development and restructuring, self-adaptive systems, and strategies for governance and mass evacuation.

Our mission:

As guiding mission, **PPI seeks to offer detailed, specialized expertise in the field of Disaster Management to design strategies for resilience that are both practical and detailed**. This includes Operational Continuity Management for urban areas, developing and mature economies, strategies for high-risk zones, and cooperation in Disaster Risk Management for communities in conflict, including those in post-conflict regions. PPI also offers long-standing expertise in simulation design and capacity-building strategies. PPI is proud to have long-standing experience in capacity assessments and investment planning that was developed in collaborative missions for the world's leading organizations in the field.

Our team:

Our team of **top tier international and local experts** works towards applying lessons gathered at the forefront while developing and implementing new concepts and tools. Our experience features a **global focus, with the Sustainable Development Goals (SDG)** as a point of reference both during assessments and in our recommendations for future development. All PPI experts are driven by the understanding, that stronger preparedness of communities and societies is possible with the right investments in this field.

We seek a project officer in the field of Disaster Risk Management to join our team.

The project officer is supposed to start his or her work on 01-October 2023.

Background:

The project officer will play a crucial role in overseeing and coordinating the implementation of the PPI component of the Horizon AGILE project, which aims to enhance preparedness and management of High-Impact Low-Probability (HILP) or unexpected events. The incumbent will be responsible for ensuring the smooth execution of project activities, facilitating communication among project partners, and achieving project objectives within the allocated timeline and budget. Furthermore, the project officer is supposed to contribute to the overall effort of PPI in disaster risk management projects.

Your tasks:

- Implement the PPI's component of the AGILE project.
- Take the initiative to draw upon the knowledge of PPI experts and our network of partners
- Understand the fields related to evidence-based planning, capacity building, and risk communication.
- Contribute to the development of DRM domestic and regional/cross border governance approaches for HILP.
- Define multi-dimensional integrated data preparedness requirements for evidence-based planning for HILP events.
- Formulate comprehensive guidelines for evidence-based planning and management for HILP.
- Develop an operational HILP capacity development approach using innovative training, simulation, and data analysis technologies.
- Collaborate with partners and case study partners within the project.
- Provide expertise on data management, analytical tools, mapping, and reporting.

Objectives/Deliverables:

1. Contribution to the development of DRM domestic and regional/cross boarder governance approaches for HILP.
2. Define multi-dimensional integrated data preparedness requirements for evidence-based planning for HILP events.
3. Formulate comprehensive guidelines for evidence-based planning and management for HILP.
4. Upon analysis of HILP data from the STs, develop an operational HILP capacity development approach using innovative training, simulation and data analyses technologies.
5. Develop a handbook for risk communication strategies on HILP events including interagency and public alerting protocols.
6. Contribute to the overall efforts of PPI in disaster risk management and climate change adaption.
7. Support the design of training / capacity development interventions

Your profile:

- A master degree in a relevant field like disaster management, climate resilience, or similar.
- Strong understanding of evidence-based planning, capacity development, and risk communication.
- Experience in designing guidelines and tools for emergency response planning.
- Familiarity with HILP events and related concepts.
- Ability to conduct literature reviews and interviews with experts.
- Strong analytical and pro active problem-solving skills.
- Excellent communication and collaboration abilities.
- Project administration experience (desirable)
- Familiarity with disaster management training, especially the UCPM, or similar (desirable).
- Proficiency in written and spoken English, with the ability to prepare high-quality reports and deliver presentations. Any other language skills will be an asset, German a specific asset.
- Familiarity with relevant tools and software for project management and documentation.

Application Process

Interested candidates should submit the following documents as part of their application:

- Curriculum vitae (CV) highlighting relevant experience and qualifications.
- Cover letter expressing interest in the position and explaining how their skills and experience align with the responsibilities outlined in this TOR.
- Contact details of two professional references.

Applications including Letter of Motivation and a detailed CV to be sent to

Prepared International (PPI)

Samerberg, Germany

Email: office@prepared-international.org

Web: <https://www.prepared-international.org/>

Applications should be submitted via email no later than **25 June 2023**.

Please note that only applications by email (indicating RE: Project Officer Vacancy) can be accepted.