



POSITION DESCRIPTION

Name: (TBC)	Position Title : Research and Development (R&D) Coordinator
Department: Disaster Management Services	Reports To: Disaster Preparedness and Risk Reduction (DPRR) Unit Head and Manager, Disaster Management Services
Direct Reports: (TBC)	Location: National Headquarters
Purpose Statement	
Provide technical advice on the core area of disaster preparedness and disaster risk reduction, developing and updating capacity building strategies, guidelines, methodologies and Information, Education and Communication (IEC) materials through research, learning and knowledge sharing	
Key Result Area:	Duties and Responsibilities:
1. Innovation (25%)	<ul style="list-style-type: none"> • Research, analyse and process relevant disaster preparedness and risk reduction data and trends to inform the guidelines, processes and activities of the Disaster Preparedness and Risk Reduction Program • Identify and cultivate new opportunities for DP and DRR program portfolio growth and development through research or networking with internal and external stakeholders
2. Development and Update of Disaster Preparedness and Risk Reduction capacity building strategies, guidelines, methodologies and IEC materials (20%)	<ul style="list-style-type: none"> • Outlines recommendations for improving DPRR strategies, guidelines, methodologies and IEC materials • Develop context-specific capacity building strategies, guidelines, methodologies and IEC material messages relevant to the needs of end users • In line with the program goals, develop communications and work plan for capacity building strategies, guidelines, methodologies and IEC activities at different timescales i.e. short, medium and long term
3. Quality Checks (10%)	<ul style="list-style-type: none"> • Ensures that DPRR guidelines, processes, activities and materials conform to relevant and recognized international and/or national standards • Ensures compliance of IEC materials to visibility policies of PRC and funding partners • Arranges periodic processes and impact evaluation of IEC materials or strategies • Conducts or facilitates the conduct of appropriate testing for new “products” e.g. IEC materials
4. Communication, Coordination and Teamwork (5%)	<ul style="list-style-type: none"> • Timely shares relevant information with appropriate DMS personnel • Efficiently and effectively works with other program coordinators to achieve timely results • Liaise with communication office in public dissemination of DRR or DP advocacies or provide technical inputs in IEC strategies