

Job Profile

The Disaster Risk Financing (DRF) Officer will be responsible for coordinating the overall delivery of DRF initiatives at country level. This will include working with members to identify priority hazards, facilitating the development of predictive hazard model(s), coordinating the development of early action plans, and coordinating Start Network members when and if financing is triggered, so that they are able to roll out early action plans and deliver protective humanitarian actions.

The PO DRF will be reporting to both the Start Network team and CAFOD DRC. The DRF Officer will play a key role in ensuring the successful delivery of programme activities and will therefore report on a day-to-day basis to the Start Network, Disaster Risk Financing Project Manager and CAFOD DRC Country Representative. Reporting to the donor at regular intervals will be a joint effort between the Project Manager, CAFOD DRC Country Representative and the FOREWARN/Anticipation Coordinator.

The post holder will be working on behalf of the wider Start Network in DRC who co-own this initiative and is therefore also accountable to this group. As such, they will be reporting on a regular basis to the national hub leadership. In due course a governance structure will be established for the DRF, which fits underneath the Hub governance structure.

The post holder will contribute to the Start Network's involvement in the DRC HUB in line with the agreed strategy, by taking the lead on the day-to-day management of the Start Network-supported programmes and partnerships. The scope of the post falls into the following broad functions:

- **Programme management and development in line with the direction set by the HUB, Start Network and CAFOD Strategy:** in co-operation with partners, developing and managing the HUB supported programmes¹;
- **Managing effective relationships with partners:** developing and nurturing partnerships and providing or facilitating capacity development support, where appropriate;
- **Internal and external representation:** of the DRC HUB, in co-ordination with the HUB leadership, THE Start Network and CAFOD DRC management, as appropriate;
- **Financial management and monitoring of programmes and projects:** developing and managing budgets, and monitoring expenditure in line with agreed parameters;
- **Systems and compliance:** ensuring the effective use of CAFOD's systems to share programme knowledge and inform decision making. This includes ensuring compliance with agreements, regulations and requirements attached to our work;

Key Responsibilities

- Oversee overall development, agreement, and management of workplans, protocols, budgets and coordination structures to ensure that activities are happening as required for the setup and maintenance of a national DRF system.
- Manage the implementation of pre-agreed standard operating procedures, convene project selection meetings and ensure that operations are delivered in a timely manner with humanitarian principles applied throughout.

¹Unless a specific mention to "long-term development programme" or other exception is made, the references to "the programme" in this Job Description reflect CAFOD's intention and commitment to deliver through an integrated approach. Therefore, "the programme" generally includes long-term development, emergency response and advocacy.

- Liaise with technical experts, nationally and globally, to ensure that the hazard models are scientifically robust, functional for humanitarians, and that the purpose and functionality of the models are accessible/understandable to non-scientists (especially humanitarians).
- Provide support as needed to wider Start Network activities happening in country as required support with evidence gathering activities, contracting discrete pieces of research, communication and advocacy about the initiative.
- Document/ capture learning and experiences, sharing these within CAFOD and the DRC HUB in regard to risk financing.

Programme management, coordination and partnership brokering

- The post holder will be responsible for overall development, agreement, and management of workplans, protocols, budgets and coordination structures to ensure that activities are happening as required for the set up of a national DRF system.
- They will coordinate a number of different stakeholders including NGOs, Government counterparts, consultants and local civil society to ensure that the right stakeholders are able to support different parts of the project.
- They will convene and support the hub leadership on a quarterly basis in order to keep high-level stakeholders abreast of the topline project developments.
- If and when funding is triggered and released, the post-holder will manage the implementation of pre-agreed standard operating procedures, convene project selection meetings and ensure that operations are delivered in a timely manner with humanitarian principles applied throughout.

Technical coordination

- The post holder will work to ensure that the NGOs (and wider stakeholders) are equipped with the training and support to participate effectively and bring their expertise into the technical development processes.
- The post-holder will liaise with technical experts, nationally and globally, to ensure that the hazard models are scientifically robust, functional for humanitarians, and that the purpose and functionality of the models are accessible/understandable to non-scientists (especially humanitarians).

Monitoring, Evaluation, Accountability and Learning

- The post holder will support with evidence gathering activities, contracting discrete pieces of research, communication and advocacy about the initiative.
- They will also support with external reporting as required.

Support to wider network development activities

- Provide support as needed to wider Start Network activities happening in country as required, for example the due diligence pilot and/or the development of anticipation capabilities linked to the global Start Fund.

Thematic focus:

- Risk financing, anticipation and early action, disaster management and preparedness

Notes:

1. *This list of duties and responsibilities is by no means exhaustive, and the post-holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification;*

2. *If considered useful and appropriate, specific percentages per function/areas of responsibility can be assigned by agreement between the post-holder and his/her line manager.*

Safeguarding for Children and Vulnerable Adults

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect. CAFOD, and all its staff and volunteers, undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse. CAFOD is committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount. Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Person Specification

Essential Criteria

Understanding our context

- A Understanding the Humanitarian context in DRC
- B Understanding the HUB's ways of working
- C Demonstrated understanding of disaster management especially the anticipation, early action or preparedness phase
- D Proven experience of multi-stakeholder coordination and decision-making (including facilitation skills, mediation, and collaborative problem resolution).

Working together

- D Managing ourselves
- E Working with others;
- F Communicating; Able to communicate with colleagues and partners at a distance
- G Looking outwards; Understanding of effective and values-based partnership work between northern and southern organisations and communities.

Making change happen

- H Managing resources Computer literacy i.e. familiar with Microsoft word, excel and knowledge of information and database management; Budget monitoring skills
- I Achieving results; Able to manage competing work demands
- J Managing our performance
- K Taking the lead

Job-specific competencies

- I. Understanding and first-hand experience of institutional funding work/projects, priorities, trends and donor conditions;
- II. Experience using programme cycle management tools effectively to deliver work within an agreed programme framework;
- III. Able and committed to working with and developing the capacity of local partners organisations/ National NGOs;
- IV. Financial management understanding and experience;
- V. Ability and willingness to travel (approximately 12 weeks per year), sometimes at short notice and to areas of potential risk
- VI. Languages (context-specific);
- VII. Thematic experience (if applicable) Experience in XXX.

Desirable Criteria

- VIII. First-hand work experience with a values-based partnership approach (between northern and southern organisations and communities).
- XI. Previous work experience in the country/sub-region

Please click [here](#) for a full list of CAFOD's Staff Benefits

*Come and join us and help make a real difference in the lives of the world's poorest communities.
CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection.*