



JOB DESCRIPTION

Position: Disaster Risk Reduction Program Manager

Contract type: Full Time

Location: Puerto Rico (with travel)

Starting date: Immediate

Duration: 3 months contract (with the option to extend)

SUMMARY

IsraAID is looking for a Disaster Risk Reduction (DRR) Program Manager. This is a chance to be part of a humanitarian aid organization with 16 years of experience in the field of emergency and trauma. The position will include working with local schools and communities in Puerto Rico, who were impacted by Hurricane Maria last year, as we work to prepare for future disasters and emergencies.

CONTEXT

IsraAID is a non-profit, non-governmental and apolitical humanitarian aid agency dedicated to supporting populations in crises around the world. Founded in 2001, the organization has responded to crises in 42 countries, reaching over 753,000 people in 2015 alone. Today, its operations span across 17 countries and a wide number of different sectors of expertise from both the humanitarian aid and international development arenas.

On September 19th, 2017, Hurricane Maria - the most powerful storm to hit the US territory in nearly a century - hit the island of Puerto Rico, devastating the island over the following 24 hours. Approximately 2,975 people died, almost 700 people were rescued from the resulting floods, and much of the island's infrastructure and buildings were damaged. Much of the island's electricity and telecommunications systems were destroyed, and there are growing fears for the elderly and other vulnerable groups.

IsraAID's emergency response team arrived in Puerto Rico one week after Hurricane Maria, providing critical relief to communities. Programs include providing long-term, sustainable solutions for clean water in remote communities, capacity-building psychosocial support for the education system and communities, and developing capacity through disaster risk reduction in regard to water, environmental health, psychosocial health, hygiene, and sanitation.

RESPONSIBILITIES

IsraAID's DRR Program Manager is under the supervision of IsraAID's Head of Mission:

1. Conduct needs assessment with communities and relevant stakeholders in the field to develop potential projects, according to IsraAID's framework and guidelines.
2. Build program and manage, supervise project implementation alongside with the community, relevant partners and HoM.
3. Manage logistics; coordination and supervision
4. Represent IsraAID in meetings as needed (from HoM) at all levels: local community, other organizations government etc.



5. Facilitate, organize, plan, oversee, monitor program operation and implementation from all sides
6. Work in collaboration with the IsraAID international and national team on ground under the supervision of IsraAID's HoM
7. Document progress, prepare weekly reports, and maintain communication with team
8. Conduct assessments, prepare training materials and facilitate creative methodology to search and fit the diverse needs on the ground

ESSENTIAL SKILLS, KNOWLEDGE, AND COMPETENCIES

- Professional understanding of Disaster-Risk Reduction and emergency management
- Experienced Program Manager
- Spanish language: Speaking, reading, writing
- English language: Speaking, reading, writing, technical
- Immediate availability for 3 months
- Experience with program design, log frames, budgets, reporting, Monitoring & Evaluation
- Very good interpersonal skills and teamwork
- Willing to work and function in rough field conditions
- Experience in Spanish-speaking countries – advantage
- Experience working in humanitarian aid – advantage
- Experience working in international sphere – advantage

CONDITIONS

- Based in Puerto Rico
- Paid position
- Must have a US passport/ valid work permit
- IsraAID fully covers the expenses of team members, including flights, insurance, accommodation, transportation, food etc.

To apply for this position, please send a resume and cover letter hr@israaid.org

We regret to inform that only shortlisted candidates will be notified.