Project Manager: Community, Rangers DRR Project

Reporting to: Senior Manager Wildlife Conservation
Duty Locations: Taunsa Conservation and Information Centre, Kot Addhu
Duration and Type of Contract: Long-term
Grade: C1
No. of staff under direct supervision: 01
Work Week / Hours: 5 days (Monday to Friday) / 40 hrs per week

GENERAL RESPONSIBILITY

We are seeking a highly motivated and qualified Project Manager for our community rangers DRR Project. The Project Manager will be responsible for the overall implementation and effective execution of the project. The project area covers the Indus River section between Taunsa and Guddu Barrages in Punjab. The ideal candidate would have a strong blend of academic knowledge and hands-on experience to lead the DRR project effectively. This position reports to the Senior Manager Wildlife Conservation.

Specific tasks

- Conduct community vulnerability risk assessments to understand potential disaster impacts and develop effective risk management strategies.
- Identify priority communities vulnerable to natural disasters, with a focus on flood-prone areas, through thorough assessments and analysis of local risk factors and establish village-clusters for the project’s implementation.
- Develop and implement strategies for effective community mobilization and engagement, ensuring their active participation and ownership of disaster preparedness initiatives by the target communities.
- Provide training and necessary equipment including provision of early warning systems for disaster-prone communities to enhance preparedness and response capacities.
- Establish and lead the establishment of a coordinated stakeholder network, involving key actors from at least 12 target villages, disaster management authorities, and relevant stakeholders, to ensure effective disaster management.
- Establish village-based organizations and their capacity building to foster community-led disaster risk reduction efforts.
- Develop comprehensive training manuals, awareness campaigns, and sensitization programmes for disaster preparedness and response, tailored to the needs of the target communities.
- Identify staff of wildlife and fisheries highly impacted by disasters and develop staff exclusive training and disaster response programmes.
- Revamping and upgradation of existing Community Disaster Risk Rescue Center with necessary equipment and its effective utilization for fostering community engagement, disaster preparedness, and response capabilities.
- Work closely with disaster management authorities, wildlife and fisheries departments, and other stakeholders to support disaster-related planning, acquire necessary equipment, and ensure streamlined efforts.
- Supervise the project team, providing guidance, support, and mentoring to ensure efficient project execution and team development.
- Prepare regular project reports, ensuring accurate documentation of activities and outcomes.
- Ensure gender considerations are integrated into all project activities and engage in gender-sensitive community engagement approaches.
- Assist Senior Manager Wildlife Conservation in coordinating with donors and stakeholders to maintain effective communication and foster collaboration.
- Preparing necessary documentation and assist in the procurement for onboarding consultants and implementation of various other activities of the project.
- Develop work-project plans and day-to-day tasks necessary for successful project implementation.
- Design the research methodologies and data collection tools.
- Development of communication and knowledge management products.
- Maintain accurate and up-to-date project documentation, including records of meetings, fieldwork activities, and stakeholder engagements.
- Preparing timely and accurate project reporting, updates, summaries, detailing research findings,
fieldwork outcomes, and progress towards project objectives, etc.

• Support in various tasks related to the ongoing conservation work and beyond the project scope including but not limited to designing and implementation of field studies, data collection, literature review, write-ups of the research studies, etc.
• Assist in any other activities as and when needed to support the project implementation.

QUALIFICATION & EXPERIENCE

Ideal candidate for the position should have:

Education and Experience:

• Master’s Degree in Disaster Management, Environmental Sciences with a proven track record of working with community on DRR issues, Social Sciences (with a focus on community development or disaster studies); Economics with a focus on natural hazards and disasters); or relevant discipline, etc.
• At least five years of experience in managing and executing similar projects in leading roles, preferably in the field of disaster management, community development, etc.
• Experience working in a multicultural environment preferred

SPECIFIC REQUIREMENTS

• Proven ability to plan, implement, monitor, and evaluate projects to achieve desired outcomes.
• Demonstrated expertise in developing and implementation of disaster risk assessment, response, and mitigation strategies.
• Experience in designing and implementing disaster preparedness initiatives tailored to community needs.
• A strong track record of working closely with communities in similar disaster management or community development initiatives. Experience in conducting community needs assessments, facilitating community-driven action plans, and fostering community ownership.
• Experience in coordinating and liaising with diverse stakeholders, including government agencies, NGOs, community-based organizations, and international partners, to ensure effective collaboration and resource mobilization.
• Demonstrated commitment to integrating gender considerations into project activities and understanding the intersection of gender and disaster risk.
• Demonstrated experience in organizing stakeholder consultations, workshops, and focus group discussions to gather insights and foster collaboration among diverse stakeholders.
• Proven record of empowering community members to take ownership of disaster preparedness efforts, encouraging them to lead local initiatives and drive positive change.

Skills and Attributes:

• Excellent writing and communication skills in English and Urdu.
• Proficiency in Seriki and local languages spoken in the project's target areas are highly desirable.
• Excellent research and report writing skills.
• Ability to work both independently and in coordination with teams to effectively meet deadlines.
• A personal commitment to nature conservation and sustainable development.
• Sensitivity to gender and other current social issues in countries such as Pakistan.
• Proficiency in using standard software for data analysis, reporting, and project management.
• Ability to work as part of a collaborative team and contribute to deliver overarching conservation objectives.

Other Requirements:

• Flexibility and willingness to travel to project sites.
• Willingness to work in the field for extended period.
• Passion for nature conservation, gender equality, and sustainable development, with a genuine
interest in contributing to positive social and environmental change in Pakistan

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