

Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Head of the Secretariat

Under the supervision of the DPPI SEE Chair-in-Office, the Head of the DPPI SEE Secretariat performs the following tasks and duties:

- Assist the DPPI SEE Chair-in-Office in conducting policy, planning and operations of the Initiative;
- Support and monitor Project Proposal facilitation and fund raising, prepare information updates and overviews in line with EC/International Standards;
- Organise and coordinate the work of DPPI SEE Project Working Groups;
- Coordinate implementation of DPPI SEE Projects;
- Attend meetings on behalf of the DPPI SEE Chair-in-Office;
- Ensure day-to-day (on a daily basis) contacts, correspondence and exchange of information in the field of disaster preparedness, prevention and response with DPPI SEE partners involved in project facilitation and implementation;
- Travel in the region in support of DPPI SEE activities as required;
- Maintain and update the DPPI SEE web page.

More specifically, the incumbent performs the following tasks:

- He/she reports the results of the work to the DPPI SEE Chair-in-Office and communicates information about the work accomplished and planned, and various achievements;
- Plan and prepare the DPPI SEE budget;
- Travel in the region in support of DPPI SEE activities as required;
- Provide general support to the DPPI SEE Chair-in-Office and to regional countries as required;
- Participate in DPPI SEE related seminars, meetings and workshops as required;
- Cooperate closely with the IOM, which administers DPPI SEE finances.

Professional Requirements/Qualifications

- Appropriate education
- Several years of working experience in the field of disaster management or a related field (national/international)
- Knowledge and working experience with international organisations and structures in related fields
- Thorough understanding of the political, social, economic and security landscape in SEE
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team
- Availability to undertake field missions and travel as necessary

Technical Arrangements

- The DPPI Head of the DPPI SEE Secretariat is contracted by the IOM, unless other arrangements are made.
- The IOM covers all related costs, travel and equipment from the DPPI SEE budget-earmarked by the Head of the Secretariat.
- Performance is evaluated by the DPPI SEE Chair-in-Office or his/her designee.