

**JOB DESCRIPTION**

Inclusive Disaster Risk Reduction (IDRR) Project Officer

Date created / updated: 25nd Aug 2025 and Validation date: X Sep 2025

### Contextualization[[1]](#footnote-2)

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| Lao PDR encounters various natural and human-induced hazards due to its geography, climate, and development. Seasonal flooding is a significant concern, especially in the central and southern regions of the country. Climate change has intensified and exacerbated the severity of typhoons, flash floods, and extreme weather events, as evidenced by the increasingly early onset of the rainy season. In September 2024, Typhoon Yagi caused heavy rainfall and significant river overflow. In response, HI and CARE launched a project titled *"Gender Responsive Lifesaving Multi-Sectoral Assistance for Typhoon Yagi Affected Communities in Northern Lao PDR,"* funded by ECHO. This project supported around 6,231 vulnerable households, including those headed by women and persons with disabilities. Later, in July 2024, Typhoon Wipha also affected northern Laos, including Houaphan Province and Houameuang District. HI mobilized budget support from Norway to assist 122 households in four vulnerable villages, providing food and non-food items (NFI)In response to the threats posed by Explosive Ordnance (EO) contamination and climate-related hazards, HI is launching a project in Houaphan Province. The project, titled **REACH - Promoting Resilience and Advancing Inclusive Disaster Risk Reduction (DRR), Mine Action, and Health/Rehabilitation in Houaphan, Lao People's Democratic Republic (Lao PDR)**, is funded by the Luxembourg Ministry for Development Cooperation and Foreign Aid. **REACH** will be implemented in three districts of Houaphan Province: Sam Neua, Houamuang, and Hiem. The expected outcome of the project is to strengthen community resilience by reducing risks associated with explosive ordnance and climate-related events. This will be achieved through inclusive and innovative disaster risk reduction strategies, mine action, and improved access to health and rehabilitation services.The project will employ an integrated, end-to-end inclusive early warning system (iEWS) approach. Additionally, it aims to support vulnerable individuals and persons with disabilities affected by landmines and war remnants. Key focus areas include referrals for psychosocial support, rehabilitation services, government assistance, disaster risk reduction, and community-based preparedness initiatives. |

### Missions/responsibilities (\*)

*Recommendation: The maximum number of 4 missions seems reasonable*

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| **Mission 1: General mission**The IDRR Project Officer (PO) will report directly to the Operations Manager of the HI Laos program and closely collaborate with regional technical specialists on DRR and CCA, as well as with the Regional Technical Unit (RTU) for AVR, Rehabilitation, and Economic Inclusion. The position is based in Houameuang District, with frequent travel to Samneua and Hiem Districts as needed. The IDRR Project Officer will be responsible for planning, budgeting, implementing activities, reporting, and coordinating with local partners and stakeholders. The IDRR PO will work closely with the AC6-CBR team and the KCF Livelihood team.**Responsibility 1: Coordination with the county team, RTU, and partners*** Organizes and leads regular meetings with local authorities, partners, and stakeholders.
* Coordinates regularly with the HI Laos team, including the technical unit, operations, finance, and logistics departments.
* Ensures compliance with HI's code of conduct and institutional policies, including child protection, disability, gender, and age (DGA), etc.
* Represents HI's technical expertise within local networks, working groups, clusters, and task forces.

Mission 2: Operational Implementation**Responsibility 2: Ensure the implementation of the project according to the workplan, budget, technical guidelines, and log frame, throughout the project cycle** * Ensure that activities and resources are planned and implemented in accordance with the agreed-upon action plan.
* Facilitate the Vulnerability Capacity Assessment (VCA) process and analysis, develop a risk mitigation plan, and ensure the timely delivery of activities related to multiple risks.
* Oversee the development and implementation of an accessible, multi-hazard Inclusive Early Warning System (iEWS) focused on flood and Explosive Ordnance (EO) risks, providing actionable, community-based alerts.
* Ensure that training for Community Focal Points (CFPs) on Explosive Ordnance Risk Education (EORE) and flood preparedness is carried out effectively.
* Support and promote the dissemination of multi-risk awareness messages, encouraging safe behaviors at the community level.
* Lead efforts to enhance specialized care for survivors of explosive ordnance and persons with disabilities.
* Facilitate coordination for disaster preparedness training for hospital staff, focusing on rehabilitation and health access.
* Support the development and application of innovative solutions aimed at reducing the risk of explosive ordnance.
* Establish and maintain working relationships with project stakeholders, including government officials from the provincial Department of Health, rehabilitation centers, education authorities, LSWF, and other development partners.
* Take the lead in organizing meetings, training sessions, workshops, and awareness events at the provincial, district, and community levels.
* Ensure comprehensive project reporting, both internally within the program and externally to authorities and partners.

**Responsibility 3: Ensure project monitoring, evaluation, accountability, and learning*** With the support of the MEAL team, ensure that the appropriate data collection and management tools are implemented for the project, adhering to global standards.
* Conduct monitoring and evaluation activities, including pre- and post-tests, case studies, and surveys.
* Collect and compile project-related data into the project database.
* Facilitate project learning by considering lessons learned from similar previous projects, following recommendations from evaluations, support missions, and audits, and capitalizing on acquired knowledge.
* Develop a success story and share it with the communication officer, ensuring compliance with global technical standards and norms by involving technical specialists and advisors with expertise in the project's themes.

**Responsibility 4: By authority of their line manager, represent HI at the local level.** * Meets with local authorities and leaders to keep those above abreast of HI’s activities and ensures continued acceptance of HI’s work.
* Where relevant, identify potential local-level collaborations or partnerships to extend and make more comprehensive HI’s EORE, DRR, and CCA activities.
* Ensure that the local partners are well-coordinated and are regularly informed on project activities implementation.
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Professional skills

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| Knows | Practices | Proficient | Expert |
| AVR, DRR, CCA frameworks, standards, norms, and procedures |  |  | x |  |
| Sound knowledge of the project cycle, Knowledge of project management and planning tools |  | x |  |  |
| Coordination, Planning, monitoring & evaluation |  |  | x |  |
| Data collection, Analysis, Management, and reporting |  |  | x |  |
| How-to of contextualized communication and awareness-raising material, capacity-building, and training |  |  | x |  |

Emergency Preparedness and Response skill

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| Knows | Practices | Proficient | Expert |
| DRR and CCA |  |  | x |  |
| Emergency response |  | x |  |  |
| Humanitarian monitoring and emergency preparedness |  | x |  |  |

Other professional skills

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| Knows | Practices | Proficient | Expert |
| MEAL/IM  | Results and indicatorsmonitoring |  |  | x |  |
| Log/supply | Planning (supply) |  | x |  |  |
| Finance | Cash management |  | x |  |  |
| Advocacy | Networking & promotion of HI advocacy messages to external stakeholders |  | x |  |  |
| Globalprogrammemanagement | Management of major risks(safeguarding, fraud &corruption, security, and major financial risks) | x |  |  |  |

Required for the function

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| *Qualifications:** Bachelor's or Master's degree in a relevant field (Environment, Social Sciences, climate change, DRR)
* Excellent Lao language and English language skills (speaking, reading, and writing). Ethnic language is a plus.
* Relevant work experience with Disability-Gender-Age inclusion in disaster risk reduction and experience in emergency and humanitarian response is highly preferred.
* Strong communication and interpersonal skills, collaborative work style, and a keen interest in and experience with multi-cultural environments.

*Experience and skills:** Minimum 2 years’ experience in either DRR, CCA, Mine Action, emergency response
* Proven coordination and relationship-building skills in communities.
* Experience in working with vulnerable people in rural areas
* Ability to work and coordinate with government partners at the provincial and district levels
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1. Mandatory for all positions: Geographical and/or Operational Context [↑](#footnote-ref-2)