

**Disaster Preparedness and Prevention Initiative
for South Eastern Europe
DPPI SEE**

1. 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:

- **Strategic Planning:** Develop and implement strategic plans for the DPPI SEE in collaboration with the Chair-in-Office, ensuring alignment with the overall goals and objectives of the initiative.
- **Resource Management:** Efficiently manage the resources allocated to the Secretariat, including budget oversight, to ensure the successful execution of activities and projects.
- **Stakeholder Engagement:** Foster and maintain effective communication with relevant stakeholders, including government bodies, non-governmental organizations, and international partners, to strengthen collaboration and support for DPPI SEE initiatives.
- **Reporting:** Prepare regular reports on the progress of DPPI SEE activities, including financial, operational, and project-specific updates, for review by the Chair-in-Office and relevant stakeholders.
- **Capacity Building:** Identify opportunities for capacity building within the Secretariat and among DPPI SEE partners, facilitating knowledge transfer and skill development in the field of disaster preparedness, prevention, and response.
- **Risk Management:** Implement effective risk management strategies to identify, assess, and mitigate potential risks associated with DPPI SEE activities, ensuring the resilience of the initiative.
- **Advocacy and Outreach:** Actively engage in advocacy efforts to raise awareness about the DPPI SEE, its mission, and achievements, both within the region and internationally. Explore opportunities for partnerships and collaborations to enhance the initiative's impact.
- **Policy Development:** Contribute to the development and refinement of policies within the DPPI SEE, ensuring alignment with regional and international standards in disaster management.
- **Monitoring and Evaluation:** Implement strong monitoring and evaluation mechanisms to assess the effectiveness of DPPI SEE initiatives, providing regular reports on the progress and impact of activities.
- **Performance Evaluation:** Develop and implement a robust performance evaluation system to assess the effectiveness of DPPI SEE initiatives, ensuring continuous improvement and alignment with the initiative's goals.
- **Knowledge Sharing:** Facilitate knowledge sharing among DPPI SEE member countries, including the dissemination of best practices, lessons learned, and innovative approaches in disaster risk reduction.
- **Research and Innovation:** Stay abreast of the latest developments, innovations, and best practices in disaster management, integrating new knowledge and technologies into DPPI SEE strategies.
- **Financial Oversight:** Work closely with the Regional Cooperation Council to ensure transparent and accountable financial management, including budget planning, monitoring, and reporting for DPPI SEE activities.

- **Continuous Improvement:** Implement a culture of continuous improvement within the Secretariat, fostering a mindset of learning from experiences and adapting strategies for greater effectiveness.

2. Professional Requirements/Qualifications/Skills:

1. **Appropriate education:**
 - Master's degree in disaster management, economy, defense, governance, business administration, environmental studies, engineering or related disciplines
2. **Experience:**
 - Minimum 5 years (with Master's degree) or 7 years (with Bachelor's degree) of relevant experience in project / program management.
3. Several years of working experience in the field of disaster management or a related field (national/international);
4. Knowledge and working experience with international organizations and environment in related fields;
5. Thorough understanding of the geographical, political, social, economic and security landscape in SEE;
6. Fluency in English is required. Knowledge of local language/s of the South East Europe countries will be considered as an asset.
7. Commitment, flexibility and availability to work in a team;
8. Availability to undertake field missions and travel as necessary.

Leadership Skills: Demonstrated ability to lead and inspire teams, providing guidance in complex situations and fostering a collaborative and proactive work environment.

Strategic Vision: Proven capability to develop and implement strategic initiatives in disaster management, aligning them with broader organizational and regional goals.

Project Management: Proficiency in project management methodologies, including planning, execution, monitoring, and evaluation, ensuring the successful implementation of disaster management projects.

Networking and Relationship Building: Strong networking skills to build and maintain effective connections with stakeholders, including national authorities, international organizations and local communities, in order to ensure a holistic and inclusive approach and collaborative nature to disaster preparedness and prevention.

Cross-Cultural Competence: Cultural sensitivity and understanding of diverse perspectives to navigate and effectively engage with individuals and communities across the SEE region.

Technical Proficiency: Familiarity with the latest technologies and tools used in disaster management, enabling the effective utilization of resources and data for decision-making.

Analytical Skills: Strong analytical skills to assess complex situations, identify trends, and propose effective solutions for disaster prevention and response.

Training and Capacity Building: Experience in designing and delivering training programs, as well as implementing capacity-building initiatives to strengthen disaster management capabilities in the region.

Performance Evaluation: Develop and implement a robust performance evaluation system to assess the effectiveness of DPPI SEE initiatives, ensuring continuous improvement and alignment with the initiative's goals.

Knowledge Sharing: Facilitate knowledge sharing among DPPI SEE member countries, including the dissemination of best practices, lessons learned, and innovative approaches in disaster risk reduction.

Capacity Assessment: Conduct regular assessments of the disaster preparedness and response capacities of DPPI SEE member countries, identifying areas for improvement and implementing targeted capacity-building initiatives.

Networking skills: Build and maintain a well-established network consisting of professionals, experts and organizations dedicated to disaster management. Promote a culture of collaboration and information sharing within this network, facilitating quick access to vital information and resources. This interconnection will improve collective effectiveness in disaster response and management.