



United Nations Education, Science and Culture Organisation

UNESCO ISLAMABAD
Tsunami Early Warning Project Officer
TERMS OF REFERENCE

General information

Title: Tsunami Early Warning Project Officer (SB 4)
Duration: 9 months (with possibility of extension)
Probation Period: Two months
Duty station: Karachi, with frequent field travel
Line Manager: Project Officer

Content and methodology of supervision: The TEWS Officer will be appraised by the Project Officer at established intervals as per UNESCO procedures.

Background

After the catastrophic tsunami that resulted from the Sumatra earthquake in 2004 and the devastation of North-West Frontier Province and the Pakistan Administered State of Azad Jammu and Kashmir by the earthquake in 2005, the Government of Pakistan, have expressed their concern on the need to establish effective early warning systems as part of preparedness for possible disasters. Tsunami and Cyclone are identified as two key hazards among many in the National Disaster Risk Management Framework of the Government of Pakistan. The coastal areas of Sindh and Balochistan provinces are prone to these hazards.

In partnership with the Pakistan Meteorological Department, the National Institute of Oceanography, the Karachi Port Trust Hydrography Department, and the Pakistan Red Crescent Society, the project follows a multi-pronged approach and aims to strengthen the Coastal Hazards Early Warning System, with focus on Tsunami, to warn of, and mitigate, the likely damages along the coast.

The project will be jointly implemented by UNESCO-ICO and UNDP. This post has been created to assist in the effective and timely implementation of the project activities.

Duties and responsibilities

Under the overall authority of the Director of UNESCO Islamabad and the immediate supervision of the Project Officer the incumbent will:

1. Adhere and eventually detail a work plan and implement and monitoring especially UNESCO's activities. This involves close coordination with UNDP for synchronized and logical planning and implementation of community level preparedness activities.
2. Oversee and assist in the documentation /study of existing capacities and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas.
3. Arrange workshops, trainings/fellowship, and meetings on coastal hazards preparedness, response arrangements and functions of different institutions as per the work plan.
4. Closely liaise with project stakeholders namely National Disaster Management Authority, Pakistan Meteorological Department, Karachi Port Trust, Navy Hydrography, National Institution of Oceanography, International Federation of Red Cross and Red Crescent Society and Pakistan National Red Crescent, etc.
5. Undertake frequent field visits to project sites.
6. Ensure financial and programmatic accountability of implementation partners and compliance with UNESCO's financial and programme procedures.
7. Prepare reports as per ISDR and UNESCO requirements and regular communication and periodic reporting to UNESCO Islamabad Office.
8. Ensure linkage with the One UN DRM EWS component.
9. Perform other relevant duties at the request of the Line Manager.

Required Qualifications

1. Masters' degree in one of the relevant disciplines (disaster risk reduction, seismology, oceanography, or meteorology).
2. Fluent spoken and written English and Urdu.
3. Knowledge of Early Warning System.
4. Proficient in Microsoft Word, Excel, PowerPoint, email and Internet.
5. At least 5 years of relevant work experience.
6. Excellent coordination, management and negotiation skills.
7. Team player and able to work with people from different backgrounds.
8. High level of initiative and ability to learn quickly.
9. Good sense of humour and ability to work under pressure