



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 DPPI SEE
- Conduct fund raising activities for DPPI SEE projects
- Organize and coordinate the work of DPPI SEE Project Working Groups
- Coordinate implementation of DPPI SEE Projects
- Attend meetings on behalf of the DPPI SEE
- Ensure day-to-day communication and exchange of information 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
- Draft Annual work programmes/plans and budget
- Submit bi-annual work and finance.

Professional Requirements/Qualifications

- Appropriate education
- At least five years of working experience in the field of disaster management or a related field or at least three years of working experience in an international organization
- Knowledge and working experience with international organizations 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 Head of the DPPI SEE Secretariat is contracted by the RCC Secretariat, unless other arrangements are made
- Performance is evaluated by the DPPI SEE Chair-in-Office or his/her designee
- The mandate of the Head of the DPPI SEE Secretariat shall be three years with a possibility of extension for one additional year

ACCEPTANCE OF OFFER AND DECLARATION

I accept the foregoing offer of appointment under the conditions stipulated therein.

I hereby subscribe to the following declaration:

"I solemnly undertake to exercise in all loyalty, discretion and conscientiousness, the functions and trusted to me as a member of the staff of the Disaster Preparedness and Prevention Initiative Secretariat for South Eastern Europe (DPPI SEE), to discharge this function and regulate my conduct with the interest of the DPPI SEE only in view, and neither to seek nor to receive instructions with regard to the performance of my duties from any government or from any authority external to the DPPI SEE."

Signature: _____

Date: _____