



Government of the Republic of Vanuatu  
National Disaster Management Office  
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Post: NDMO, Private Mail Bag 9107, Port Vila, Vanuatu



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**Increasing Resilience to Climate Change and Natural Hazards Project  
Mainstreaming Disaster Risk Reduction Project**

**Position:** Program Coordinator  
**Location:** National Disaster Management Office  
**Duration:** 1 years (renewable)  
**Expected date of Start:** May 2014

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The Vanuatu Meteorological and Geo-hazard Department (VGMD) and National Disaster Management Office (NDMO) have secured funding for a national adaptation and disaster risk reduction project designed to address Vanuatu's immediate climate change adaptation needs and mitigate natural disaster risks.

The Program Coordinator will work with the NDMO to develop and implement activities in ensuring Vanuatu is better prepared to respond to Natural Hazards. The Program Coordinator will be contracted initially for 1 year and be based within the NDMO in Port Vila.

**Required qualifications:**

- Minimum 5 years of experience in a similar Disaster Management position in developing countries (Pacific Island countries preferred);
- Minimum 5 years of experience and program or project coordination (Government Institution preferred);
- University degree in Disaster Management, Environmental Science or related field of study;
- Proven ability to mentor and train staff in aspects of Disaster Management and Disaster Risk Management;
- Excellent communication and inter-personal skills, and ability to make clear, structured presentation to a broad range of audiences;
- Demonstrate leadership and teamwork skills, and good project/program management skills; and
- Excellent writing skills and ability to prepare clear, concise reports.

**Desirable:**

- Expertise in building provincial DM capacity and understanding of challenges in decentralizing services;
- Experience with Government of Vanuatu or other Pacific Islands procedures; and
- Familiarity with World Bank or other donor procedures.

Further information and Terms of Reference are available from Connie Sewere, PMU (VMGD) in Port Vila, tel (678) 22331 or email [csewere@meteo.gov.vu](mailto:csewere@meteo.gov.vu). Interested applicants should send their application letter, resume and name and current contact details of three referees to [csewere@meteo.gov.vu](mailto:csewere@meteo.gov.vu) or mail to VMGD, PMB 9054, Port Vila, Vanuatu, by 4:00pm **Monday 12<sup>th</sup> may 2014**.