	Pacific Islands Private Sector Organization
	JOB DESCRIPTION
	Title: Resilient Project Officer
	Project No: 1-1-4—107-6 (D+N)

Title	Resilient Project Officer
Objective	The Project Officer's role will be to strengthen engagement by the private sector in disaster risk reduction, emergency preparedness, response and recovery in the Pacific. This primary purpose of the role will be to establish and coordinate a pacific regional private sector disaster and resilience council, and to supporting the Fiji Business Disaster Resilience Council, a member network of the Connecting Business initiative.
Duties	**Pacific**: Establish a pacific regional private sector disaster and resilience network, implement a communication strategy and strengthen private sector engagement in DRM in the Pacific.
	Fiji: Create strategic partnerships and identify opportunities for collaboration for the Fiji Business Disaster Resilience Council and embed the private sector into DRM structures in Fiji.
Location	Duty station at Suva, Fiji – with travel to the Pacific Islands associated with the Project
Reports to	CEO PIPSO

THE ROLE OF THE ORGANISATION

The Pacific Islands Private Sector Organization (PIPSO) was established in 2005 to ensure effective private sector representation in regional policy making processes and relevant business development activities. PIPSO is committed to facilitating its members' needs for the development of the private sector, promoting effective partnerships involving Governments, civil society, regional organizations, and development partners and building a coherent voice at regional and international levels.

PIPSO whose members are the National Private Sector Organization (NPSO) for each Pacific Islands Country in the region is now widely recognized as the peak body for the region's private sector. Although it is still in its formative stages, it has made significant advances over the years.

STRATEGIC GOALS OF THE ORGANISATION

Capacity Building

- To promote and facilitate greater cooperation among members;
- To improve the capacity of members to engage in dialogue with Governments;
- To improve the capacity of members to engage with development partners;
- To strengthen a sustainable and effective Secretariat

Partnerships

- To establish a complementary relationship with Pacific Islands Forum Secretariat (PIFS) in which PIPSO implements policies and programmes and impact on private sector development;
- To provide advice and guidance to PIFS on the development of private sector policies;
- To assist members to formulate national private sector strategies and policies;
- To advocate the interests of the private sector at regional and international forums.

Technical Support

- To provide of facilitate technical advice and guidance on business development in the Pacific;
- To identify the priority needs of members and provide appropriate assistance;
- Strengthen the capacity of members to develop strategic policies

THE PROJECT

The consequences of disasters are experienced by all sectors of society, private and public. Accordingly, all sectors have a role to play in responding to climate change and engaging in disaster risk management. Despite strong interest and capacity, at present the private sector in the Pacific tends to play an ad hoc role both in disaster response and resilience building activities. The private sector also has an essential role to play in the implementation and achievement of regional and global resilience and risk reduction commitments. In this regard, the Pacific Island Private Sector Organization (PIPSO) is working with the Connecting Business initiative to strengthen engagement by the private sector in disaster risk reduction, emergency preparedness, response and recovery in the Pacific.

PIPSO seeks a Resilience Project Officer to implement activities in line with an agreed work plan. This Project Officer will split their time between establishing and coordinating a pacific regional private sector disaster and resilience council, and supporting the Fiji Business Disaster Resilience Council (FBDRC), a member network of the Connecting Business initiative. The Connecting Business initiative and the PRRP will provide technical advice and guidance and support to PIPSO in supervising the Project Officer.

UNDP's Pacific Risk Resilience Programme (PRRP) is a 4 year programme being implemented in Fiji, Solomon Islands Tonga and Vanuatu. The PRRP working to mainstream climate and disaster into development. The programme has adopted this approach in recognition that climate and disaster events have the potential to set back years of development gains, and that unchecked development in itself can increase people's vulnerability.
UNDP's Istanbul International Center for Private Sector in Development (IICPSD), within the Bureau of Policy and Programme Support, is leading UNDP's strategic offer to work with the private sector. It also hosts many global initiatives, for example, the Connecting Business initiative (CBi). CBi is a multi-stakeholder alliance that provides a mechanism for the private sector to engage with the United Nations system, national governments and civil society in a coordinated manner on crisis risk reduction, emergency preparedness, response and recovery. The Connecting Business initiative is a multi-stakeholder alliance led by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and the United Nations Development Programme (UNDP), with the United Nations Office for Disaster Risk Reduction (UNISDR) acting as technical

advisor for disaster risk reduction. OCHA, UNDP and UNISDR will provide support to the consultant from headquarters, regional and country levels (as applicable).

KEY RESULT AREAS

1. Primary Functional Responsibilities

Summary of Key Functions

Pacific Regional Private Sector Network

- Establish a pacific regional private sector disaster and resilience network
- Implement a communication strategy, share best practice and support increased functionality and content on PIPSO's website
- Strengthen private sector engagement in disaster risk management in the Pacific

Fiji Business Disaster Resilience Council

- Create strategic partnerships and identify opportunities for collaboration
- Strengthen the capacity of the private sector to engage in disaster risk management in Fiji
- Embed the private sector into disaster risk management structures in Fiji

Pacific Regional Private Sector Network and Fiji Business Disaster Resilience Council

- Ensure the sustainability of activities initiated

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a) Establish a Pacific regional private sector disaster and resilience network

- Investigate and map interest from private sector organizations across the region in engaging in a private sector disaster and resilience network, focusing on existing initiatives
- Identify current engagement by the private sector in the Pacific in disaster risk reduction, emergency preparedness, response and recovery, including by conducting a survey, focus groups and interviews with stakeholders, and by undertaking desk top research. Prepare a report that benchmarks engagement by the private sector in disaster risk reduction, emergency preparedness, response and recovery in the Pacific, and includes recommendations to strengthen that engagement. Work with PIPSO, the FBDRC and other PIPSO members to implement these recommendations.
- Within PIPSO, establish responsibility for and functionality of the proposed regional network
- Engage with PIPSO members to raise awareness about the work of PIPSO, the Connecting Business initiative and the regional network in disaster risk management
- Organize a Connecting Business initiative regional meeting

b) Implement a communication strategy and share best practice and support increased functionality and content on PIPSO's website

- Design a communication strategy and awareness raising campaign that includes monthly newsletters or alerts and the quarterly production and dissemination of communication products or fact sheets on private sector engagement.
- Establish and support a community of practice on disaster risk management for the private sector and other organizations in the Pacific.
- Support PIPSO to engage with the Secretariat of the Pacific Community and other partners to identify additional priority functionalities and content for PIPSO's website, including potentially an online collaboration platform.

- Prepare content for PIPSO's website in line with identified priorities and the communication strategy.
- Produce and disseminate a document showcasing best practice on private sector engagement in disaster risk management within the region.
- Convene a quarterly webinar or other meeting between PIPSO members to consult on and prioritize the work to be undertaken.

c) Strengthen private sector engagement in disaster risk management in the Pacific

- Develop and implement a mechanism to monitor, or map on an ongoing basis, private sector engagement in disaster risk reduction, emergency preparedness, response and recovery in the Pacific.
- Support PIPSO's members to implement national-level programs to strengthen private sector engagement in disaster risk management, including by strengthening their collaboration and relationships with government partners and UN organizations.
- Support a coordinated national, regional and global private sector response to emergencies.
- Identify priority topics for capacity building and training by PIPSO and its members (i.e. business continuity planning, crisis management, public-private partnerships, engaging with humanitarian coordination mechanisms during emergencies, etc.), identify potential partners who could provide this training on the priority topics and develop a training schedule for 2017 members of the pacific network.
- Facilitate one train the trainers session per quarter for PIPSO's members on an identified priority area.
- Identify opportunities for regional-level private sector engagement in disaster risk management, including through the Framework for Resilient Development in the Pacific and as part of the Pacific Humanitarian Partnership.
- Support PIPSO and its members to work with other actors to realize the identified opportunities for private sector engagement.

d) Create strategic partnerships and identify opportunities for collaboration

- As required, identify and broker opportunities for pre-positioned agreements between FBDRC members or members of the Pacific regional network (i.e. a logistics provider, multiple goods providers, etc.) and a counterpart agency.
- As required, support the FBDRC to mobilize private sector engagement in emergencies and to coordinate with other actors, including connecting with regional and global actors.
- Support PIPSO and the FBDRC to work with the World Food Programme to put in place a process for dealing with unsolicited offers of support from regional and global private sector during an emergency.

e) Strengthen the capacity of the private sector to engage in disaster risk management in Fiji

- Support the FBDRC to organize monthly meetings, training sessions and other activities
- In partnership with UN agencies, undertake capacity mapping exercise of private sector capacity across Fiji
- Identify priority topics for capacity building and training by the FBDRC (i.e. business continuity planning, crisis management, public-private partnerships, engaging with humanitarian coordination mechanisms during emergencies, etc.)
- Identify potential partners who could provide training on the priority topics and develop a training schedule for 2017 for the FBDRC.

f) Embed the private sector into disaster risk management structures in Fij

- Support the FBDRC to obtain a seat on the Disaster Management Committee
- Support FBDRC to become an integral part of the national disaster management structures and policies in Fiji
- Strengthen existing and build new relationships with Government, UN and CSO actors to share information and collaborate on programs.

g) Ensure the sustainability of the activities initiated through resource mobilization

- Develop a resource mobilisation strategy for the Regional CBi within PIPSO by identifying funding sources to ensure self-sustainability of the activities.
- Develop a resource mobilization strategy or self-sustainability strategy with FBDRC to ensure the continuation of activities.
- Implement the resource mobilization strategy / self-sustainability strategy with PIPSO a FBDRC.

COMPETENCIES

Advocacy/Advancing a Policy-Oriented Agenda

Preparing information for advocacy
- Identifies and communicates relevant information for a variety of audiences

Results-Based Programme Development and Management

Contributes into results through primary research and analysis
- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation
- Analyzes country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

Building Strategic Partnerships

Maintaining a network of contacts
- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders
- Implement information sharing processes with Government, UN and NGO stakeholders to ensure that humanitarian needs information is readily shared before, during and after emergencies

Resource Mobilization (Field Duty Stations)

Providing inputs to resource mobilization strategies
- Analyzes information/databases on potential and actual donors
- Develops a database of project profiles. Identifies opportunities for project proposals for presentation to donors

Promoting Organizational Learning and Knowledge Sharing

Basic research and analysis
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Implement programs targeted at the three activities to reduce disaster risks

Job Knowledge/Technical Expertise

Fundamental knowledge of own discipline
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Monitor and evaluate the success of capacity building activities
- In countries without national private sector networks, identify the programs required to build private sector capacity and engage private sector in emergency response and recovery
- In countries without national private sector networks, make identified programs available in generic toolkits and resources and support their implementation with local partners

CORE COMPETENCIES
- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS
- Undergraduate degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Climate and Disaster Risk Management or other related field
- 5 years of relevant experience in the private sector, and/or at the national or international level in strategic relationship management, providing management advisory services, resource mobilization and knowledge sharing.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.
- Demonstrated experience and understanding in gender and diversity
- Proficient computer skills (e.g. Excel)
- Excellent communication skills and willingness to learn and share knowledge
- Fluently spoken and written English (required and other Pacific language (desirable)