



### I. Position Information

Job Code Title:	<b>VBRC National Manager</b>
Line manager:	Human Resource Sub-committee of the Vanuatu Business Resilience Council
Location:	Port Vila, based with VCCI
Contract length:	12 months

### II. Organizational Context

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 Vanuatu Business Resilience Council (VBRC) is working to strengthen engagement by the private sector in disaster risk reduction, emergency preparedness, response and recovery in Vanuatu.

The Vanuatu Business Resilience Council seeks a VBRC National Manager to work under the supervision of its secretariat to implement activities in line with an agreed work plan. This position will coordinate readiness activities and represent VBRC at national, regional and international level.

VBRC is a standing committee of the Vanuatu Chamber of Commerce and Industry (VCCI) and was established in late 2017. It was created to promote and strengthen mobilisation of the local private sector to support the country to meet its priority climate change objectives.

The VBRC was launched in coordination with the Ministry of Climate Change and through the support of the UNDP Connecting Business Initiative (CBI), OCHA, Australian Department of Foreign Affairs and Trade (DFAT), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Pacific Islands Forum Secretariat (PIFS).

The VBRC is a network member of the Pacific Islands Private Sector Organisation's (PIPSO) Pacific Business Resilience Network, a mechanism to support business resilience following a disaster through the coordination and mobilisation of resources and services.

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).

### III. Functions / Key Responsibilities

#### **Summary of Key Functions:**

1. Design and manage a communications strategy, share best practice and support increased functionality and content on VBRC's website and social media platforms
2. Strengthen private sector engagement in disaster risk management in Vanuatu through relationship building and coordination with Government counterparts
3. Create strategic partnerships and identify opportunities for collaboration both nationally and regionally
4. Strengthen the capacity of the private sector to engage in disaster risk management, response and recovery initiatives in Vanuatu
5. Embed the private sector into Government's disaster risk management structures in Vanuatu
6. Ensure the sustainability of activities under funded projects under VBRC's management

### IV. Activities and Deliverables

#### *1. Design and manage a communications strategy, share best practice and support increased functionality and content on VBRC's website and social media platforms*

- Design and implement a communication strategy and awareness raising campaign that includes regular updates of website and via social media, monthly newsletters or alerts and quarterly production and dissemination of activity reports and fact sheets to members of the private sector and relevant stakeholders,
- Produce and disseminate best practice knowledge management materials for use by regional partners and private sector stakeholders
- Convene a quarterly webinar between regional partners to discuss and grow capacity of members

#### *2. Strengthen private sector engagement in disaster risk management in Vanuatu through relationship building and coordination with Government counterparts*

- Develop and implement a mechanism to map and monitor private sector engagement in disaster risk reduction, emergency preparedness, response and recovery activities in the Pacific
- Strengthen private sector engagement in disaster risk management activities via strengthened collaboration with Government partners and UN agencies
- Work with the NDMO to establish a formalized Public Private Partnership agreement in relation to response roles and responsibilities in emergency situations
- Identify priority topics for capacity building and training for the business community and identify potential partners for funding and delivery
- Facilitate trainings for PIPSO members on an identified priority area bi-annually
- Identify opportunities for private sector engagement with CSO partners under the Pacific Humanitarian Partnership

#### *3. Create strategic partnerships and identify opportunities for collaboration both nationally and regionally*

- Identify off the shelf product to assist in management of logistics, transport and supplier hub information
- Ensure regular updating of information in preparation to mobilize private sector in emergencies
- Engage regional private sector actors to act as response partners



<ul style="list-style-type: none"> <li>• Support VBRC to assist the World Food Programme to put in place a process for dealing with unsolicited offers of support from regional and global private sector- actors during an emergency</li> </ul>
<p>4. <i>Strengthen the capacity of the private sector to engage in disaster risk management, response and recovery initiatives in Vanuatu</i></p>
<ul style="list-style-type: none"> <li>• Undertake capacity mapping exercise of private sector to inform VBRC workshop and training program for 2021</li> <li>• Identify partners to provide training on priority topics</li> <li>• Plan and implement VBRC workshop and training program for 2021</li> </ul>
<p>5. <i>Embed the private sector into Government’s disaster risk management structures in Vanuatu</i></p>
<ul style="list-style-type: none"> <li>• Work with DSSPAC to ensure a seat for the VBRC on the National Disaster Management Committee</li> <li>• Work towards VBRC becoming a part of national disaster management structures and policies in Vanuatu</li> </ul>
<p>6. <i>Ensure the sustainability of activities under funded projects under VBRC’s management</i></p>
<ul style="list-style-type: none"> <li>• Work with donors to secure longer term support for VBRC and its activities</li> </ul>

<b>V. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Undergraduate degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Climate and Disaster Risk Management or other related field</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• 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</li> <li>• Experience in the usage of computers and office software packages, experience in handling of web-based management systems.</li> </ul>
Attributes:	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, including the ability to effectively manage a variety of relationships;</li> <li>• Ability to work autonomously and under minimal supervision;</li> <li>• The ability to facilitate meetings and deliver public presentations in Bislama.</li> </ul>
Language Requirements	<ul style="list-style-type: none"> <li>• English and fluency in Bislama preferred</li> </ul>