

4.3JPO - Project Support Officer (Disaster Risk Reduction and Response)– Sarajevo, Bosnia & Herzegovina

Provide technical support to the work of the Humanitarian Assistance and Protection pillar through contributing to the projects implementation, information management, project development, reporting and monitoring; Contribute to effective implementation of the projects focusing on achieving the expected project outputs and set project activities; Contribute to research and analysis on various thematic to support project development and strategic priorities of the unit; Prepare presentation and draft talking points for senior management on disaster response and risk reduction; Contribute to the identification and development of projects (especially in the field of DRR and Response) in close coordination with the Project Support Unit; Contribute to the close liaison between other relevant projects and programmes in the field of DRR and Response, both at the local and national level; Support the unit in drafting, reviewing

and editing donor reports, briefs, factsheets and other documents for internal and external communication; Support Project Managers in liaising with relevant stakeholders for the organization of meetings, workshops, compiling the inputs to working documents in the area of DRR.