

Roles & Responsibilities - Research Officer cum Program Manager (ROPM)

The Research Officer cum Program Manager (ROPM) will perform the following duties:

- Contribute to the development, implement, and evaluation of assigned programs/ projects, etc.; monitors and analyze program/ project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and initiates corrective actions; liaise with relevant parties; ensure follow-up actions.
- Provide technical assistance in disaster risk knowledge and analysis in the SAARC region and contribute to the regional perspective and lessons learned.
- Identify capacity development needs in the region and provide support to the SAARC member states and key partners in the region in the areas of disaster risk management, including climate change adaptation.
- Support in facilitating policy dialogue and consultation events at regional level involving SAARC member states and other partners.
- Support in reviewing all technical documents produced within the project like concept notes, technical briefs, project related reports, outputs among others and take a lead in the quality assurance of all technical documents.
- Organize capacity development programs/ training workshops for the delegates of the SAARC member states based on their needs.
- Assist the superiors in producing the content of reports, handouts and sharing them with stakeholders and partners.
- Provide data/ reports/ information for regular updating and functioning of SDMC (IU) and COVID-19 portals.
- Compile and collate best practices, lessons learnt and noteworthy (initiatives/ programs/ projects, etc.) activities from the SAARC member states; and develop related information for country corner.
- Perform other duties as directed by the superiors in SDMC (IU).