

Job Description

Position Name : Senior Specialist - HDRR
Reports to : Senior Director - Program
Location : New Delhi

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.7 million people across the country. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The Sr. Specialist – HDRR will play a key role in strengthening institutional and community capacities to prepare for, respond to, and recover from disasters. The role involves designing, implementing, and monitoring Housing Disaster Resilience and Response (HDRR), climate resilience, and emergency response initiatives in line with organizational and national frameworks. The Specialist will work closely with government agencies, humanitarian partners, community organizations, and internal teams to ensure effective preparedness, coordination, and resilience-building interventions.

Key expectations:

- Implementation of Disaster Risk Reduction and Resilience strategies aligned with organizational goals.
- Strengthened local and institutional disaster preparedness capacities.
- Effective coordination of response and recovery efforts during emergencies.
- Documented best practices and lessons learned for continuous program improvement.

Key Responsibilities:

(1) Program Design and Implementation (25%)

Develop and implement disaster resilience and response strategies, action plans, and standard operating procedures.

Support the integration of DRR and climate adaptation measures into development planning and sectoral programs.

Facilitate vulnerability and risk assessments at community and regional levels.

Design capacity-building initiatives for stakeholders in emergency preparedness, response, and recovery.

(2) Emergency Response Coordination (25%)

Serve as a technical focal point during emergencies, ensuring timely coordination of response operations.

Support the establishment and functioning of Emergency Task Force (ETF) & Emergency Response Team (ERT)

Lead post-disaster assessments and recovery planning processes.

Liaise with government, humanitarian clusters, and donor agencies for coordinated response.

(3) Capacity Building and Training (25%)

Develop and deliver training modules on DRR, emergency response, and resilience-building

Identify and collaborate with expert institutions to build capacity of staff on DR3

Build local capacity for early warning systems, contingency planning, and incident command systems.

Mentor field staff and community volunteers in preparedness and response measures.

(4) Monitoring, Evaluation, and Reporting (10%)

Develop indicators and tools for monitoring program outcomes and impact.

Prepare periodic progress reports, situation updates, and technical documentation.

Conduct after-action reviews and lessons-learned exercises post-disaster operations.

(5) Research, Policy, and Advocacy (15%)

Support evidence-based research on resilience, climate adaptation, and risk governance.

Contribute to policy formulation and advocacy on DRR and humanitarian response.

Represent the organization in forums, technical working groups, and coordination meetings.

Safeguarding: Adhere strictly to safeguarding protocols set by the organization, ensuring the safety and protection of all stakeholders involved in the projects

Education & Other Qualifications

- Master's degree in Disaster Management, Environmental Science, Climate Change, Development Studies, or related field
- Minimum of 5–7 years of professional experience in disaster management, humanitarian response, or climate resilience programs.
- Proven experience in emergency coordination, risk reduction, and capacity-building projects.
- Experience working with government, UN agencies, NGOs, or development partners is preferred.
- Planning and analytical skills, Report Writing Skills, Excellent Interpersonal Communication Skills, Excellent communication and training skills (English & Hindi), Demonstrated leadership and decision making skills, Excellent organizational skill.

Habitat For Humanity India : Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line **"APP: Senior Specialist - HRRR – Location Full Name"**.