



Roles Description – Country Coordinator (Samoa)

April 2024

ABOUT FIELD READY

Field Ready is a non-governmental organization dedicated to bringing innovation to international disaster relief and increasing local supply chains' capacity in aid and development. Our vision is to meet humanitarian needs by transforming logistics through technology, innovative design, partnerships with local manufacturers and leading relief organizations, and engaging people in new ways. In the long term, we are building an organization that can respond to need wherever it may be most felt. The impact of this will be dramatically improving the efficiency of aid delivery by meeting people's needs where they experience them whether at an underserved health clinic, remote distribution point, or evacuation center. Field Ready is a US-based 501c3; more information can be found at www.fieldready.org.

POSITION SUMMARY

Having passed the start-up phase of our work establishing a regional hub in Fiji, Field Ready is now scaling its approach in the Pacific island's region, which entails ensuring a more robust presence in terms of its administration in other countries in the region. A talented officer is seeking to join Field Ready's team to be based in Apia, Samoa with an explicit mandate to assist in building our program there and in the wider Pacific region and to continue with Field Ready's work.

The Country Coordinator (Samoa) position will involve working under the direction of Field Ready's Program Manager and Director Disaster Management Office of Ministry Natural Resource and Environment (MNRE) as a Partner to work collaboratively with other staff as directed. He/ She will be based in Samoa.

RESPONSIBILITIES

The following are illustrative responsibilities that are expected to evolve over time, depending on organizational and programmatic needs. The responsibilities include but are not limited to:

- Conduct assessment of supply chains for disaster preparation and response, and of local manufacturing and supplier capabilities for improvement and provide this information to the MNRE and Field Ready.
- Facilitate assessment and awareness of local manufacturing potential in disaster response with the Disaster Management Office of Samoa, aid partners and local manufacturers.
- Working with local businesses to establish local manufacturing and supply of humanitarian items where feasible.
- To train MNRE on the basic use of the Mobile Makerspace's equipment, tools, and functionalities.

- Support MNRE with rapid repair and emergency response in times of disaster preparedness. Response and recovery.
- To help in the tasking and maintenance of the Mobile Makerspace in Samoa.
- Supports the Field Ready Technical Team in facilitating the product development or manufacturer engagements in Samoa.
- Co-ordination with Local Suppliers and Manufacturers during disaster response or rehabilitation.
- Prepare workshop and monitoring reports.
- Liaise with other Country Coordinators in Fiji, Vanuatu and Solomon Islands.
- Raise awareness of WASH Products, Mobile Makerspace Unit and monitoring activities taking place in Samoa (by, for example, coordinating media campaigns, writing content for the MNRE and Field Ready Blog, Social Media posts and any other communication information needs, attending and presenting at relevant meetings, etc.)

REQUIREMENTS & QUALIFICATIONS

The following are the qualifications needed to have:

1. Project management: the ability to effectively manage technical projects throughout their life cycle, backed up by project management experience.
2. Experience in project administration and management, including writing reports, and financial administration.
3. Experience in organizing events, and training workshops.
4. Experience in contributing to effective communication strategies including newsletters, reports, websites, etc.
5. Excellent oral and written communication skills in English, and at least one additional language spoken in Samoan/ Polynesian.
6. Understanding and have the experience or some knowledge of working during disaster response, WASH, Food Security, Gender Equality, and Inclusion.
7. Experience communicating and collaborating with various stakeholders, including employers, employers' associations, government officials, and non-government organizations; and
8. Willing to travel within the region.
9. Has a basic technical background on using basic hand tools and equipment
10. Has a basic technical background on maintaining tools and equipment
11. Willing to work in the field during disaster responses and Mobile Makerspace deployments.

Preferred

1. Citizen or resident of Samoa
2. A university degree in Management, Development, Finance/Administration, some Technical Communication skills, and disaster response training or other related discipline
3. Experience with Information tech software, and other research tools and methodologies.
4. High standard of spoken and written English. Other languages spoken in Samoan/Polynesian and is a strong asset.
5. Experience in Disaster Response
6. Preferably a background in both Project Management and Technical or Vocational Field.

How to apply

The position, based in Apia, Samoa, offers compensation commensurate with the candidate's qualifications and experience. However, the employer will not cover moving or relocation expenses for the successful candidate.

We encourage applications from persons with disabilities, women, ethnic minorities, and other marginalized groups.

Applications will be accepted until 21st June 2024.

Interested candidates should submit a cover letter and their résumé in English to both of the following email address: hr.pacific@fieldready.org

Please state **“Application – Samoa Country Coordinator”** in the subject line of the email.

Please note: Only Shortlisted candidates will be contacted.