



## Roles Description – Country Coordinator (Solomon Islands)

### 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](http://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 Honiara, Solomon Islands 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 (Solomon Islands) position will involve working under the direction of Field Ready's Program Manager and Director National Disaster Management Office (NDMO) of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) as a Partner to work collaboratively with other staff as directed. He/ She will be based in Solomon Islands.

### 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 MECDM and Field Ready.
- Facilitate assessment and awareness of local manufacturing potential in disaster response with the National Disaster Management Office of Solomon Islands, aid partners and local manufacturers.

- Working with local businesses to establish local manufacturing and supply of humanitarian items where feasible.
- To train MECDM and supporting partners on the basic use of the Mobile Makerspace's equipment, tools, and functionalities.
- Support MECDM and affiliated disaster response agencies with rapid repair and emergency response in disaster preparedness and times of emergency response and recovery.
- To help in the tasking and maintenance of the Mobile Makerspace in Solomon Islands.
- Supports the Field Ready Technical Team in facilitating new product development and manufacturer engagements in Solomon Islands.
- Co-ordination with Local Suppliers and Manufacturers during disaster response, recovery or rehabilitation.
- Prepare workshop and monitoring reports.
- Liaise with other Country Coordinators in Fiji, Vanuatu and Samoa.
- Raise awareness of WASH Products, Mobile Makerspace Unit and monitoring activities taking place in Solomon Islands (by, for example, coordinating media campaigns, assist in writing content for the MECDM 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 Solomon Islands.
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 businesses, employers' associations, government officials, and non-government organizations; and community representatives
8. Willing to travel within the region.

9. Has a basic technical background on using 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 Solomon Islands
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 Technology software, and research tools and methodologies.
4. High standard of spoken and written English. Other languages spoken in Solomon Islands 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 Honiara, Solomon Islands, 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.

**This is an open application. There is no deadline.**

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 – Solomon Islands Country Coordinator”** in the subject line of the email.

Please note: Only Shortlisted candidates will be contacted.