City of Paynesville, Liberia

Chief Resilience Officer (CRO)

Job Description

Overview

Post Title: Chief Resilience Officer (CRO)
Department: Administration
Reports To: Mayor, Paynesville City Corporation (PCC)
Accountable To: Mayor, PCC
Location: PCC Offices, Paynesville, Liberia

Background
PCC works towards improvement of the quality of life of its residents through a framework of government for the purpose of promoting peace, stability, equality, justice, and human rights under the rule of law for ourselves and our prosperity. Our primary focus is to provide basic services and facilities in the areas of water, sanitation, health, hygiene, economic development & city planning. In 2016 Paynesville was selected among over 300 applicants as a member of the 100 Resilient Cities worldwide by the Rockefeller Foundation.

CRO Job Summary
The City of Paynesville would like to hire a Chief Resilience Officer to provide technical leadership on resilience building. The Chief Resilience Officer will be a key Advisor to the Mayor and other heads of departments to mainstream resilience in all activities of the city. He/She will be the primary point of contact for the development, advancement and implementation of the city's Resilience Strategy**.**

CRO Office Structure
The CRO will report directly to the Mayor PCC. He/she will be supported by a Deputy CRO, to be appointed pursuant to hiring of the CRO. In addition to other technical and administrative functions, the Deputy CRO will be responsible for data collection, analysis, synthesis and research. The CRO will have oversight of these functions in addition to other social and political objectives as outlined in the JD below.

The CRO will also be supported by shared administrative staff. During the Resilience Strategy development process, the CRO will be accountable for liaising with appropriate staff across relevant municipal and central government departments to coordinate their input. He/she will be assisted in these efforts by the deputy CRO.

General Definition of Work:
- The Chief Resilience Officer(CRO) will dedicate most of his/her time to the development of resilience planning, integration of existing operations & systems; and extension of resilience into community-based activities through the city's service platform.

- Provides leadership and is responsible for development, implementation, monitoring and measurement of a comprehensive resilience program that incorporates resilience into municipal operations and community life.
- Keeps the City focused on opportunities for balancing equity, economy and the environment in all decision-making.
- Serves as the primary spokesperson on resilience.
- Prepares the Mayor and other staff leadership to make public presentations on issues related to resilience.
- Provides technical assistance to the municipal staff, the Mayor, and City Council, based on research.
- Works closely with municipal departments in the development, coordination and administration of resilience policies for the City of Paynesville, especially acting as a liaison between the planning, development and infrastructure investment functions of government.
- Establishes a citywide resilience program that includes assessing the impact of practices to the City of Paynesville.

Leadership
- Demonstrate strong leadership and innovative thinking
- Serve as the principle point of contact for all 100 Resilient Cities (100RC) programming and administrative activities.
- Lead the creation of the Paynesville Resilience Strategy in conjunction with the 100RC process.
- Participate and engage in the 100RC network, while creating connections between local networks and 100RC partners.
- Identify opportunities to change institutional behavior, create policies, and develop practices that reduce costly, resource-intensive and inefficient activities
- Work in conjunction with city departments such as Waste & Sanitation, City Planning, Community Services, Environmental Health, Solid Waste Management, City Police, Legal Department, City Council Members, local government authorities, civic leadership, and the private sector to create a more efficient, resilient, and prosperous city that reduces its impact on natural and fiscal resources for current and future generations;
- Engage both internal(city) and external(national) stakeholders to develop and implement policies and actions to transform the City of Paynesville into a more resilient place;
- Lead the advancement and implementation of high economic value, low environmental impact citywide investments, policies and community wide practices.
- Strong interpersonal skills and ability to work independently and collaboratively

Management capacity:
- Manage the relationship with 100RC consultant(s), resource providers and local executive staff participating in resilience building programming.
- Possess advanced oral and written communication as well as ability to educate, persuade and mobilize resources.
- Possess planning, budgeting and financial management experience
- Successful candidate will be an innovative individual who identifies the tools and resources needed to stay current in the field of resilience
- Be a master collaborator who will work effectively in relationship building and garner trust among stakeholders to achieve goals
- Demonstrate problem solving, analytical and management skills.

Skills and Responsibilities:
- Direct/support systems analysis, strategic planning processes, organization development processes
- Produce quality presentations, reports to government officials and stakeholders funding proposals, and internal reports
- Successfully manage operational problems; ability to interpret and apply statutory requirements
- Effectively analyze and develop programs, policies and initiatives
- Manage projects and administer programs and supervise staff, and to coordinate programs with other administrative offices
- Set priorities and manage several projects simultaneously
- Prepare grants; ability to complete projects on time and within budget
- Establish and maintain effective working relationships with public sector management, employees, private sector, governmental officials and the public

Areas of Concentration

The CRO will incorporate and engage stakeholders and PCC leadership to improve the City's actions related to:
- Economic development
- Energy consumption and production
- Waste & Sanitation practice
- Parks, open space and public health
- Materials management
- Air quality
- Water quality (wastewater, storm-water and water quality)
- Land use, infrastructure and development
- Civic engagement on the topics above

Administrative
- Administers CRO office staff and budget as required
- Oversee the PCC Resilience team (which includes a deputy CRO and members from all departments mentioned above and as warranted)
- Coordinate and facilitate policy and program development
- Staffs City/ national commissions related to resilience
- Build and engage professional networks to further resilience
- Create and maintain PCC Resilience program documents

Resilience Strategy
- Leads the planning, development and implementation of PCC Resilience Strategy and initiatives
- Leads policy analysis, development and advocacy efforts
- Leverages the Resilience Strategy to help establish the City of Paynesville as a leader in the field of resilience at the state, regional, national and international level
- Serves as an advisor to the Mayor and PCC leadership
- Leads engagement in local, national and international resilience and networks

- Delivers presentations to citizen groups, elected and appointed boards or committees as assigned

Resilience initiatives and program management
- Identifies, recommends and advances implementation of programs and incentives to build PCC's resilience
- Advises and responds to elected officials about resilience issues
- Resource development for resilience projects
- Promotes resilience within the government and citywide culture
- Benchmarks and communicates resilience goals and progress
- Develops and execute strategies to address issues such as energy efficiency, land use planning, development, resource conservation, materials management, pollution reduction, transportation, and building design
- Coordinates department agency directors/managers in managing, measuring and monitoring resilience initiatives
- Engage with community, state, federal, other local governments and/or non-government interest groups
- Works with department and developers to prioritize system integration in design processes for new construction and renovation

Knowledge, skills and abilities:
- Be passionate and understand current concepts of urban development, resilience systems
- Communicate, listen and use interpersonal skills
- Work with shifting priorities and schedules and to adapt to changing project requirements
- Develop positive relations with other departments and agencies, and elected officials, and to facilitate collaborative planning processes
- Effective organizational, administrative, report writing and research skills; skills in time management
- Knowledge of key policy areas: environment, local government, community development
- Knowledge of climate change science, principles of energy and environmental management, and economic development
- Knowledge of public administration and public policy
- Knowledge of Liberia's local and central government structure

Education and Experience:
10-15 years of International development, Urban planning, Engineering, Economic development, and or/ Public health related experience. And/ or any combination of education and experience equivalent to graduation from an accredited college or university with Master's Degree in Project Management or Public Administration, Health systems, Development financing, Sanitation, Environmental and minimum of five years' experience in similar position to CRO role as described.

Please apply by sending your CV to cvs@axishcl.com