

JOB DESCRIPTION

Job Title:	Community Facilitator	Employment Status	Project-based
Reports to:	Project Manager	Job Code:	TBA
Department/Group:	Development Programs and Innovation Unit	Work Location:	Ortigas City

About Philippine Disaster Resilience Foundation (PDRF)



ABOUT THE PHILIPPINE DISASTER RESILIENCE FOUNDATION

The **Philippine Disaster Resilience Foundation (PDRF)** is the country's major private sector vehicle and coordinator for disaster risk reduction & management. Composed of a team of highly committed professionals, PDRF works with field experts and reputable humanitarian institutions to organize and coordinate private sector solutions to disaster management. As the critical link among government agencies, civil society groups and local government units, PDRF provides a systematic and holistic approach in responding to different crises from the period of preparedness to recovery.

Backed by the country's largest conglomerates, industry movers and top corporate leaders, PDRF is an embodiment of solidarity that transcends business competition and promotes the common vision to build a strong, resilient, and disaster-ready Philippines.

About the Community Resilience Project

Through Project Komunidad at Negosyo tungo sa Katatagan (KoNeK), PDRF's Community Resilience Program empowers communities, including local government units (LGUs), families, and livelihoods to harness local knowledge and capacities in preparing for, quickly responding to, and recovering from disasters.

Duties & Responsibilities

Essential Functions:

Community Involvement

- Act as the project's frontline personnel and the main contact point between the target communities, local partners, and the Project Management team;
- Assist the Project Officer in planning, managing and implementing the community resilience component of the project.
- Maintain regular accessibility and visibility in the community and ensure participatory implementation and decision-making process in the project.
- Manage the day-to-day activities of the project on-site in coordination with local implementing partners.

- Oversee the social preparation and capacity-building of target communities by working alongside the project management team.
- Where needed, facilitate community dialogues and link the community associations to the appropriate LGU office for any legal or technical support that the LGU may provide.
- Support the conduct of baseline information validation, multi-sector/ stakeholder meetings, community assemblies, awareness-raising sessions on disaster risk reduction and management and pre- and post DRR-awareness session surveys, drills and simulations and mapping activities.

+ Collaboration and Administrative Skills

- Provide timely feedback that may bear upon the relationship among partners and the success of the project;
- Identify interventions that may be provided by other groups to the same target sites/beneficiaries and facilitate discussion with the partners on how to synergize these interventions for efficiency and impact;
- In collaboration with cluster coordinators, facilitates linking barangay with member companies for technical and other support that businesses may provide;
- Assist partners and LGUs in handling physical and logistical arrangements for workshops, meetings, sessions and other related activities;
- Monitor the gender and disability compliance of the project based on the approved work plan and other relevant provisions of the Grant Agreement;
- Supports in the documentation of activities.
- Ensure safekeeping of files, equipment and other resources assigned to him/her.
- Responsible for petty cash in relation to community activities and ensures proper reporting and documentation in accordance with PDRF and grant agreement's financial policies and procedures.
- With the Project Officer, assess and document project status and determine issues that may require the attention of the Technical Director or PDRF Management;
- Contribute to the preparation of reports to OFDA and Project Management.
- Perform other related tasks as may be assigned by the Executive Director or his designee, or as required by the Foundation.

Competencies

Corporate Competencies:

- Demonstrate integrity by modeling the PDRF's values and ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favoritism.

Other Skills/Qualifications:

- Background on Community Organizing or Community-based DRRM is an advantage
- Accommodating
- Resilient/Adaptable
- Assertive
- Good oral and written communication
- Excellent interpersonal skills and a good team player

- Presentation skills and technical writing
- Analytical
- Detail and result oriented
- Computer literate and knowledgeable in basic MS Office and other applications

Duration of Work and Duty Station:

The duty station is Manila, Philippines.

In consideration of the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work and travel of the Community Organizer shall be done within the guidelines and protocols set by the local and national government. Field work, trainings, meetings, and coordination shall be done in compliance with the appropriate quarantine policies.

Qualifications and Education Requirements

Education

- Bachelor’s Degree in Business Management/Development Studies/Community Development or other related courses such as Social Sciences

Experience

- With at least 1-2 year work experience as Community Organizer or its equivalent.

Language Requirements

- Ability to communicate effectively in English, both in written and in oral form.
- Ability to write technical documents, also preferable.

Approved by: _____ Immediate Superior’s Signature Over Printed Name Date: _____		Conforme: _____ Employee’s Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	