

JOB DESCRIPTION

Job Title:	Community Resilience Monitoring and Evaluation Officer	Employment Status	Project-based
Reports to:	Community Resilience Project Manager and PDRF M&E	Job Code:	TBA
Department/Group:	Special Projects	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

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress towards achieving the project output.
- Monitor and evaluate overall progress on achievement of results.
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Participate in project reviews and planning workshops and assist the Project Manager in preparing relevant reports.
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Maintain M&E database
- Perform other duties as required.

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.

Functional Competencies:

Knowledge Management and Learning

- Promote knowledge management in PDRF and a learning environment in the office.
- Actively work towards continuing personal learning and development in one or more Practice Areas.

Development and Operational Effectiveness

- Ability to lead formulation, monitoring and evaluation of project activities.
- Ability to interact across a wide spectrum of people.

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 Project Manager 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

- University Degree preferably in Business Administration, Economics or related field.
- Graduate and Advanced degree and relevant professional certifications are highly preferred.

Experience

- At least five (5) to seven (7) years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs/ Government.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Expertise in analyzing data using statistical software.
- Strong training & facilitation skills.

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:	