

Job Title:	Data Management Officer	Employment Status	Regular Employment
Reports to:	Operations Center Director	Job Code:	PDRF/DMO-001/2020
Department/Group:	Clark Operations Center	Work Location:	Clark Field, Pampanga

Job Description

The Data Management Officer is responsible for overview and carrying out data management tasks of research projects. It includes the following functions: practicing the disciplines in the development, execution, and supervision of plans, programs, policies and practices that protect, control, deliver and enhance the quality and value of data and information in the organization. Main duties and Responsibilities: Data Collection: Formulate, Implement, and enforce proper data collection policies and procedures.

Role and Responsibilities

- Ensure that PDRF – HANDA is fully utilized and updated for effective monitoring of hazards;
- Collect, update, consolidate and analyze relevant data from Government, member companies and other partners;
- Continuously compile and update multi-hazard data (e.g. earthquake, tsunami, tropical storm, flood, landslide, land forest fire, drought, pandemics etc.);
- Obtain and consolidate information for further analysis and dissemination;
- Ensure that hazard information is continuously obtained from reliable hazard warning centers that are not able to be fed on-line into the HANDA to complement and produce more comprehensive risk level analysis;
- Collect from Government partners, on a continuous basis, spatial and non-spatial data on: population, infrastructure, geographical maps, impact data etc. required for situational awareness, reporting, and decision support;
- Compile and update assessment and damage reports;
- Participate in and contribute to field assessments, emergency missions and other required missions to gather and verify information;
- Plan, design, and implement the development additional HANDA applications to be used by the operations center and PDRF member companies;

I. HANDA utilization

- a. Plan, design, and implement the development of additional HANDA applications to be used by the operations center and PDRF member companies

II. Information Management

- a. Collect, update, consolidate and analyze relevant data from Government, member companies and other partners
 - i. Spatial and non-spatial data on: population, infrastructure, geographical maps, impact data etc. required for situational awareness, reporting, and decision support
- b. Ensure that hazard information is continuously obtained from reliable hazard warning centers that are not able to be fed on-line into the HANDA to complement and produce more comprehensive risk level analyses
 - i. Multi-hazard data (e.g. earthquake, tsunami, tropical storm, flood, landslide, land forest fire, drought, pandemics etc.)

III. Response

- a. Compile and update assessment and damage reports
- b. Participate in and contribute to field assessments, emergency missions and other required missions to gather and verify information

IV. Admin function

Provide assistance in performing other related admin function as needed.

Qualifications and Education Requirements

- Bachelor’s Degree in any related discipline (Geography, Geodetic Engineering, Computer Science)

Preferred Skills

Intermediate to Advance GIS Skills; Attention to details; Python Programming is a plus;

- a. Strong organizational skills b. Excellent attention to accuracy c. Ability to think broadly and consider other issues d. Demonstrated excellent communication skills e. Demonstrated teamwork skills f. Proficient in MS work application.

Reviewed By:

Date:

Approved By:

Date:

Last Updated By:		Date/Time:	
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