

JOB DESCRIPTION

Job Title:	Geospatial Information Systems Officer	Employment Status	Project-based
Reports to:	Development Programs and Innovation Unit Head	Job Code:	TBA
Department/Group:	Development Programs and Innovation Unit	Work Location:	Ortigas, Pasig 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.

General Job Description

The Geographic Information System (GIS) Specialist is responsible for generating geographical maps through computer software programs, to serve as a logical reference in the analysis of risk and vulnerabilities during preparedness and recovery activities.

Roles & Responsibilities

1. Create maps, reports, and IEC materials as information tools for preparedness and early recovery specific outputs in mind
2. Map and analyze hazards, vulnerabilities, and capacities of corporate resources and communities using GIS (QGIS and/or ArcGIS)
3. Recommend and implement researched technology to efficiently carry out the tasks of the mapping officer and the EOC Team

4. Network with nationally mandated agencies; national and international NGOs and CSOs to collect, validate update and collate paper and geospatial data
5. Provide training to corporate members and communities for resource management
6. Organize; research and implement application tools to use and document big data
7. Perform rapid assessment for early warning; mobilize corporate assets in times of disaster for rapid response
8. Update the PDRF ArcGIS Online Platform
9. Perform other tasks as may be required by the Foundation.

Qualifications and Education Requirements

Educational Background/Work Experience (Minimum Requirements):

- Bachelor's Degree in Geography/Geodetic Engineering or related courses such as Civil Engineering
- A high-level understanding of ESRI Suite including: ArcGIS Server, ArcGIS desktop, ArcGIS Mobile
- Familiar with ArcGIS Online features and structure
- Background with Quantum GIS

Other Skills/Qualifications:

1. Resilient/Adaptable
2. Detail and Output Oriented
3. Resourceful
4. Knowledge in Database Management
5. Competent analytical skills
6. Team Player

Computer literate and knowledgeable in basic MS Office and other applications, knowledgeable in programming particularly in Python, Disaster Risk & Reduction (DRR) and Web GIS is an advantage

Approved by: _____ Immediate Superior's Signature Over Printed Name Date: _____		Conforme: _____ Employee's Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	03 January 2022
Approved By:	Executive Director	Date:	03 January 2022
Last Updated By:		Date/Time:	