

JOB DESCRIPTION

Job Title:	Project Assistant	Employment Status	Project-based
Reports to:	L&D Manager	Job Code:	TBA
Department/Group:	Learning & Development Unit	Work Location:	Ortigas, Pasig City/ WFH

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.

Brief Description of Duties *(or attach the Job Description)*

Under the overall guidance and the supervision of the Learning & Development Manager, the Project Assistant is responsible for supporting the implementation and monitoring of projects assigned to her/him, ensuring smooth operations of the project and consistency of project implementation with PDRF rules and regulations.

In this role the Project Assistant will be responsible for supporting project implementation, ensuring quality and results by:

- Providing support to Project K3 implementation, guaranteeing quality, efficiency and effectiveness.
- Supporting planning, monitoring and evaluation activities of L&D subunits

Roles & Responsibilities

Providing support to Project K3 implementation, guaranteeing quality, efficiency and effectiveness.

- Co-lead the partner (local government units and hospitals) management, engagement, and coordination activities
- Provides administrative and operational support on implementation of project;
- Assist in projects financial resources management, partner management, efficient procurement and logistical services;
- Support to follow-up on project auditing issues;
- Follow-up, on a daily basis, with project partners and donors, to guarantee smooth implementation of administrative and operational activities of the project;
- Maintain up-to-date files and records of project documentation; and
- Perform any other tasks assigned by the supervisor.

Supporting planning, monitoring and evaluation activities of the Disaster Risk Reduction & Business Continuity subunits

- Support the elaboration of project work plans;
- Support the elaboration of project procurement plans;
- Support the organization of project reviews/ meetings;
- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports; and
- Perform any other tasks assigned by the supervisor.

Qualifications and Education Requirements

Educational Requirement:

Associate or bachelor's degree in a relevant field required

Preferred Qualifications / Experience (*not mentioned above or in the JD*):

- Minimum of 2 years' relevant work experience**
- Exceptional communication and interpersonal skills**
- Keen attention to detail and an aptitude for problem-solving**
- Able to proactively address potential issues**
- Excellent computer skills, including experience with Microsoft Office Suite**
- Collaborative working style and team-player attitude Positive and encouraging personality**
- Able to work independently with little supervision**
- Highly motivated with a strong work ethic**
- Reliable, trustworthy, and committed to the team's success**
- Outstanding organizational skills and ability to prioritize tasks**
- Able to thrive in a high-volume, deadline-driven work environment**

Approved by: _____		Conforme: _____	
Immediate Superior's Signature Over Printed Name		Employee's Signature Over Printed Name	
Date: _____		Date: _____	
Reviewed By:	HR Unit Head	Date:	15 March 2021
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	