### JOB DESCRIPTION

**Job Title:** Operations Center Director  
**Department/Unit:** Emergency Operations Center

**Reports To:**  
*The Company President and Executive Director*

**Supervises:** Geohazard and Spatial Information, Planning, IT, Communications (Clark), Logistics, Admin and General Facilities (Clark), Cluster Coordination

**Employment Status:**  
- [ ] Full time  
- [ ] Part time  
- [ ] Project  
- [ ] Consultant  
- [ ] Others (Specify)___________

**Job Level:** Director  
**Work Location:** EOC Clark, Pampanga

**General Description:**

Plans and direct before, during and post disaster management activities and the day to day operations (i.e. manpower and material resources) of the Emergency Operating Center.

**Essential Functions:**

1. Establish the appropriate objectives and strategies of the EOC response specific for each disaster or emergency.
2. Responsible for the efficient implementation of the strategies and in ensuring compliance with operational concepts and SOPs in achieving EOC objectives.
3. Oversee planning and research, disaster preparedness trainings and agenda, updating and maintenance of incident command systems, and logistical requirements of the EOC.
4. Review and manages operational costs of EOC.
5. Ensure cooperation and harmonious relationships within the EOC.
6. Lead in the design of the post disaster monitoring and evaluation tools of the entire EOC and for each of the units.
7. Review post disaster evaluation reports (i.e. operations etc.) and other reports, knowledge products, operation documents, and make recommendations to the Chief Resilience Officer.
8. Attend trainings, workshops, conference related to disaster or emergency management for upgrades and develop work relationships with other disaster or emergency management specialist.

**Educational Background/Work Experience (Minimum Requirements):**

1. Bachelor’s degree in relevant areas of the program unit focus such as Disaster Risk Reduction and Management, Development Studies, Social Work and Community Development, and/or related field. Advanced degree is an asset.
2. Minimum ten (10) years of work-related experience in an upper management capacity is required.
3. Work experiences or exposures in NGOs/INGOs, donor-funded project, and government are preferred.
4. Direct work engagement in the areas of:
   a. Stakeholder engagement
   b. Project management
   c. Capacity building
5. Project management skills and implementation of operational plans are required;
6. Familiarity with working with community projects is preferred;

**Other Skills/Qualifications:**
1. Resilient/Adaptable
2. Competent leadership and decision-making skills
3. Strategic and output oriented
4. Strong analytical capacity and meticulous to details
5. Strong organizational and interpersonal skills
6. Ability to work under pressure and meet deadlines
7. Team player
8. Excellent written and verbal communication skills
9. Computer literate and knowledgeable in basic MS Office and other applications

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