

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Program Manager – Community Resilience</b>	<b>Employment Status</b>	Project-based
<b>Reports to:</b>	President; Executive Director	<b>Job Code:</b>	TBA
<b>Department/Group:</b>	Community Resilience Unit	<b>Work Location:</b>	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.

### Roles & Responsibilities

#### Summary of key functions:

- Lead the Community Resilience Unit in developing projects and partnerships to support the strategic direction of the organization. In-charge of the general management, implementation and monitoring of the projects under the Community Resilience Program.
- Responsible for exploring strategic funding and partnership opportunities to ensure sustainability of the projects under the program.
- Responsible for the general management, execution and implementation of the USAID-OFDA project.
- Ensure that all activities and target deliverables are being met and in accordance with the project timeline and budget.
- Manage the Project and partners at the field level and facilitate their cooperation in developing and completing shared vision and goals, implementing policies that maximize the program's

impact, providing information about project within own organization and ensuring activities to contribute to deliverables being carried out within all partner organizations.

- Oversee the implementation of activities that will contribute to the project results.
- Lead the planning and implementation of the project, overseeing all aspects (programmatic, financial, administrative, personnel).
- Ensure that all project interventions are of a high quality and lead to measurable impact. This includes, but is not limited to, overseeing the annual work-plan preparation, identifying external technical support needs, ensuring that appropriate management practices are being used in project implementation and the Monitoring and Evaluation systems are being used to provide timely management information.
- Lead the project design related to reduction of the disaster risks and improve human livelihoods in disaster-prone communities, including monitoring, evaluation and accountability, reporting and communication, reflective learning systems, while contributing to the larger Community Office Program shift efforts.

**Primary Responsibilities:**

**Management** - coordinate Community Based Resilience project management unit;

**Project development, quality and learning** - coordinate strategic planning and conceptual development of the project;

**Partner relations/cross-project synergies/advocacy** - coordinate the partnership with the LGU's and Local Government Partners;

**Emergency Preparation and Response** - monitor projects deliverables and the changing humanitarian context in country to ensure effective, quality projects deliverables and early response/advocacy to any changes in context that affects the project implementation

**Qualifications and Education Requirements**

- Graduate degree in relevant areas of the program unit focus such as Development Studies, Social Work and Community Development, Environmental Science, Human Ecology, Business Administration, Economics and/or related field.
- Advanced degree and relevant professional certifications (e.g., project management, business continuity, environmental planning) are highly preferred.
- Minimum five (5) years of experience working in any of the following:
  - ✓ NGOs/INGOs
  - ✓ National Government Agencies
  - ✓ Donor-funded project
- Direct work engagement in the areas of:
  - ✓ Capacity building
  - ✓ Project management

✓ Monitoring & Evaluation

- Assistance with project management and implementation of operational plans is required;
- Experience and knowledge on disaster risk reduction and management (DRRM), SME development, and business continuity management is preferred;
- Experience in 4 or more of the following PDRF framework components:
  - ✓ Business Resumption Planning,
  - ✓ Crisis Management Planning,
  - ✓ Incident Response Planning,
  - ✓ Disaster Recovery Planning,
  - ✓ Plan Exercising/Testing,
- Greater attention to detail and high level of accuracy;
- Strong interpersonal skills;
- Demonstrate the ability to think strategically and drive tactical execution;
- Very good analytical and problem-solving skills;
- Executive-level written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate BCP/DR related concepts to technical and nontechnical audiences;
- Poise and ability to act calmly and competently in high-pressure, high-stress situations.
- Exhibit excellent analytical skills, the ability to manage multiple projects under strict timelines, as well as the ability to work well in a demanding, dynamic environment and meet overall objectives.
- Organizational and administrative skills, and ability to work under pressure and meet deadlines;
- Interest in sharing knowledge within the team, and building a culture of knowledge sharing and learning;
- Excellent written and verbal communication skills.

CORE COMPETENCIES:

- Promoting ethics and integrity, creating organizational precedents
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of PDRF & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Fair and transparent decision making; calculated risk-taking

Our diversity is our strength; we encourage people from all backgrounds and experiences, particularly women, to apply.

PDRF is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex and national origin.

The closing date for this posting, if listed, is approximate. Job postings may be removed from PDRF career website at any time.

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