

JOB DESCRIPTION

Job Title:	Cluster Coordinator	Employment Status	Permanent
Reports to:	Executive Director	Job Code:	TBA
Department/Group:	Operations	Work Location:	Ortigas, Pasig City/ Clarkfield, Pampanga

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.

PDRF's Emergency Operations Center

The PDRF Emergency Operations Center is a purpose-built facility organized and operated for emergency preparedness and response in times of disasters and used for capability building of the PDRF network for disaster resiliency. It is composed of multi-disciplinary talents from the PDRF and its network.

Having a national scope, the PDRF EOC establishes strategic coordination with other EOCs of the private sector and government and tactical coordination with their respective Incident Command Posts during emergencies

The key processes of the PDRF EOC are the following:

- A. Information Management for Disaster Risk Reduction and Resilience

- a. Hazard monitoring, collection, processing, analysis and dissemination of disaster risk reduction information to support EOC teams and DRR stakeholders in their respective roles.
- B. Emergency Response Preparedness
 - a. Measures and Actions that foresee emergencies that are likely to occur and pre-plan key components of a response. Though plans will need to be revised if the event happens, preparedness makes it possible to respond faster, more appropriately and efficiently, and to make decisions on the basis of more reliable information.
- C. Emergency Response
 - a. Immediate decisions and measures to (1) contain or mitigate the effects of a disastrous event to prevent any further loss of life and/or property, (2) restore order in its immediate aftermath, and (3) re-establish normality through reconstruction and re-rehabilitation shortly thereafter.
- D. Cluster Coordination for Response
 - a. Coordinative and definitive activities to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies and provide clear leadership and accountability in the main areas of humanitarian response.

Roles & Responsibilities

General Description:

The Cluster Coordinator is the responsible person for the engagement of PDRF Clusters for Disaster Risk Management. The tasks include, but not limited to communication and coordination work with PDRF members on generating resources for Emergency Response Preparedness and Emergency Response.

Tasks/Responsibilities:

1. In coordination with the Center Director, the Cluster Coordinator shall be responsible for the engagement of PDRF Clusters for Disaster Risk Reduction and Management;
 - a. Pre-Disaster Activities:
 - i. Implement a member relationship management program for existing PDRF members;
 - ii. Engage new organizations for PDRF membership and/or partnership
 - iii. Facilitate the conduct of activities for Cluster awareness and engagement on Disaster Risk Reduction in coordination with all PDRF Programs;
 - iv. Facilitate Disaster Response Pre-Agreements as an Emergency Response Preparedness measure
 - b. Post-Disaster Tasks
 - i. Serve as the Cluster Coordinator Support at the PDRF Emergency Operations Center; and
 - ii. Coordinate with PDRF Cluster members on the release of emergency resources for emergency response.
2. Perform operations center duty as indicated in the operations duty schedule;

3. Undertake and perform other tasks as may be deemed necessary by the Center Director.

Qualifications and Education Requirements

- 1) Bachelor’s Degree of any related course which involves customer relation management
- 2) Competent in Project Management and Monitoring and Evaluation
- 3) Experience in DRRM coordination and field operations
- 4) Willing to travel

OTHER SKILLS/QUALIFICATIONS:

- 1) Has the right attitude doing social work helping the community
- 2) Pleasing Personality
- 3) Strong interpersonal skills;
- 4) Resourceful and persevering
- 5) Team Player
- 6) Good oral and written communication
- 7) Poise and ability to act calmly and competently in high-pressure, high-stress situations.
- 8) Ability to work under strict timelines, as well as the ability to work well in a demanding, dynamic environment and meet overall objectives.
- 9) Organizational and administrative skills
- 10) Advance skills in MS Excel and other Microsoft Applications

Approved by:		Conforme:	
_____		_____	
Immediate Superior’s Signature Over Printed Name		Employee’s Signature Over Printed Name	
Date: _____		Date: _____	
Reviewed By:	HR Unit Head	Date:	16 February 2022
Approved By:	Executive Director	Date:	16 February 2022
Last Updated By:		Date/Time:	