

JOB DESCRIPTION

Job Title: Recovery Project Officer	Department/Unit: Recovery
Reports To: Recovery Program Manager	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project <input type="checkbox"/> Consultant <input type="checkbox"/> Others (Specify) _____
Supervises: N/A	
Job Level: Officer	Work Location: Catanduanes
General Description: The Recovery Project Officer acts as the Foundation's representative to local communities in promoting and implementing social preparedness and capacity building disaster risk reduction and management programs in collaboration with partners and local government units.	
Essential Functions: In close coordination with Recovery Program Manager, Special Projects, and project partners, the Recovery Project Officer is required to: Community Engagement and Project Management <ol style="list-style-type: none"> 1. Manage the day-to-day activities of the projects on-site in coordination with local implementing partners. 2. Perform the role of the Community advocate and sounding board and participate in their problem-solving exercise without being prescriptive, ensuring that local decision making is upheld among target communities through their associations. 3. Assess and document project status and determine issues that may require the attention of the Program Manager or PDRF Management. 4. Where needed, facilitate community dialogues, and link the community associations to the appropriate government office for any legal or technical support that the government office may provide. 5. Contribute to the preparation of reports to donors. 6. Do other tasks as may be assigned by the Program Manager. Support to Monitoring and Evaluation <ol style="list-style-type: none"> 1. Monitor the overall compliance of project implementation based on the approved program description and other relevant provisions of the Grant Agreement; 2. Contribute to the preparation of reports to donors; 3. Monitor all project activities, expenditures, and progress towards achieving the project outcomes; 4. Provide timely feedback to the Project Team on project strategies and activities to improve the efficiency and effectiveness of implementation. As well as, documents challenges and accomplishments of the project; 5. Perform regular field visits and oversee the conduct of data collection and maintain MIS of the project; 	

6. Attend and observe project activities including meetings, sessions, workshops, dialogues/ fora, site visits, and document proceedings and decisions;
7. Support the Project Team to ensure that donor, partners, and Senior Management data queries are addressed in an accurate and timely manner;
8. Assist in uploading submissions of data, programmatic and financial reports to donors;
9. Ensures safekeeping of files, equipment, and other resources assigned to him/her;
10. Perform other related tasks as may be assigned by the Project Manager or Executive Director, or as required by the Foundation.

Educational Background/Work Experience (Minimum Requirements):

- Bachelor’s Degree in Business Management/Development Studies/Community Development or other related courses such as Social Sciences
- With 2-3 year of work experience in Community-based projects

Other Skills/Qualifications:

1. Background on Community Organizing or Community-based DRRM is an advantage
2. Experience on Project Management
3. Resilient/Adaptable
4. Background on facilitation/ capacity building
5. Team player
6. Good oral and written communication
7. Excellent interpersonal skills
8. Presentation skills and technical writing
9. Analytical
10. Detail and result-oriented
11. Computer literate and knowledgeable in basic MS Office and other applications

<p>Approved by:</p> <p>_____</p> <p>Immediate Superior’s Signature Over Printed Name</p>	<p>Conforme:</p> <p>_____</p> <p>Employee’s Signature Over Printed Name</p>
<p>Date:</p>	<p>Date:</p>