

## JOB DESCRIPTION

<b><u>Job Title:</u></b> Operations Center Director	<b><u>Department/Unit:</u></b> Emergency Operations Center
<b><u>Reports To:</u></b>  <i>The Company President and Executive Director</i>  <b><u>Supervises:</u></b> Geohazard and Spatial Information, Planning, IT, Communications (Clark), Logistics, Admin and General Facilities (Clark), Cluster Coordination	<b><u>Employment Status:</u></b>  <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Project  <input type="checkbox"/> Consultant <input type="checkbox"/> Others (Specify) _____
<b><u>Job Level:</u></b> Director	<b><u>Work Location:</u></b> EOC Clark, Pampanga
<b><u>General Description:</u></b>  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.	
<b><u>Essential Functions:</u></b>  <ol style="list-style-type: none"> <li>1. Establish the appropriate objectives and strategies of the EOC response specific for each disaster or emergency.</li> <li>2. Responsible for the efficient implementation of the strategies and in ensuring compliance with operational concepts and SOPs in achieving EOC objectives.</li> <li>3. Oversee planning and research, disaster preparedness trainings and agenda, updating and maintenance of incident command systems, and logistical requirements of the EOC.</li> <li>4. Review and manages operational costs of EOC.</li> <li>5. Ensure cooperation and harmonious relationships within the EOC.</li> <li>6. Lead in the design of the post disaster monitoring and evaluation tools of the entire EOC and for each of the units.</li> <li>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.</li> <li>8. Attend trainings, workshops, conference related to disaster or emergency management for upgrades and develop work relationships with other disaster or emergency management specialist.</li> </ol>	
<b><u>Educational Background/Work Experience (Minimum Requirements):</u></b>  <ol style="list-style-type: none"> <li>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.</li> <li>2. Minimum ten (10) years of work-related experience in an upper management capacity is required</li> <li>3. Work experiences or exposures in NGOs/INGOs, donor-funded project, and government are preferred</li> <li>4. Direct work engagement in the areas of:           <ol style="list-style-type: none"> <li>a. Stakeholder engagement</li> <li>b. Project management</li> <li>c. Capacity building</li> </ol> </li> <li>5. Project management skills and implementation of operational plans are required;</li> </ol>	

6. Familiarity with working with community projects is preferred;	
<b><u>Other Skills/Qualifications:</u></b>	
<ol style="list-style-type: none"> <li>1. Resilient/Adaptable</li> <li>2. Competent leadership and decision-making skills</li> <li>3. Strategic and output oriented</li> <li>4. Strong analytical capacity and meticulous to details</li> <li>5. Strong organizational and interpersonal skills</li> <li>6. Ability to work under pressure and meet deadlines</li> <li>7. Team player</li> <li>8. Excellent written and verbal communication skills</li> <li>9. Computer literate and knowledgeable in basic MS Office and other applications</li> </ol>	
<b>Approved by:</b>	<b>Conforme:</b>
_____	_____
<b>Immediate Superior's Signature over Printed Name</b>	<b>Employee's Signature Over Printed Name</b>
<b>Date:</b>	<b>Date:</b>