

**CLUSTER COORDINATOR**  
**(PDRF Operations Center Unit)**

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| <b>Organization:</b>          | Philippine Disaster Resilience Foundation |
| <b>Post Date:</b>             | February 1, 2019                          |
| <b>Location:</b>              | Ortigas, Pasig City                       |
| <b>Closing Date:</b>          | February 28, 2019                         |
| <b>How many staff needed?</b> | 1   |

**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.

The PDRF Operations Center is the first private sector-led Operations Center in the region. Focused on disaster resilience, it aims to be a 24/7 self-sufficient operations hub geared towards training for disaster preparedness and coordination of relief and recovery efforts during major disasters. It has advanced communications software and technology that allows for monitoring of climate-related and natural hazards and close coordination with deployed resources in the field.

The PDRF cluster system aims to provide a more robust platform for collaboration. It is organized along the eight clusters, which include: (1) Infrastructure, (2) Logistics, (3) Telecom, (4) Water and Sanitation, (5) Emergency Supplies- Food & Non Food, (6) Power, Fuel and Energy, (7) Finance & Insurance, and (8) Health & Emergency Services/Search & Rescue.

## CORE COMPETENCIES

- **Technical qualifications:** It is not necessary for the Cluster Coordinator to be technically qualified in all areas relevant to the Cluster's mandate, although (s)he must be sufficiently qualified to know how to brief technical experts, and know when those experts are under-performing.
- **Management Expertise:** A good Coordinator is also a good manager. And good managers, in the context of Clusters, are active listeners, provide relevant and timely information, convene as few meetings as are required, and keep them short, focused, and action-oriented when they do.
- **Leadership ability:** At the individual level, Coordinators have to build trust among and between groups of stakeholders with often divergent views and ways of doing things.

## TASKS/RESPONSIBILITIES

- Oversight overall cluster performance
  - ✓ Develop and facilitate adherence to the cluster's Strategic Operational Framework (SOF) which integrates
    - ❖ Disaster Risk Reduction
    - ❖ Early Recovery
    - ❖ Relief, Rehabilitation and Development linkages
    - ❖ Logical Framework Analysis
    - ❖ Results-based planning
  - ✓ Facilitate proactive engagement by Cluster partners in joint assessment of need
  - ✓ Ensure relevance and validity of contextual, situational, gap, and capacity analysis
  - ✓ Ensure information is properly used for planning and monitoring
  - ✓ Manage effective meetings
  - ✓ Ensure inter-cluster and cross-cutting issues are addressed
  - ✓ Develop the Cluster work plan (if not already in the SOF)
- Manage information content and flow
  - ✓ Data management (integrated and sector-specific Matrices)
  - ✓ Contact list management
  - ✓ Develop cluster-specific situation reports & bulletins
- During EOC activation, assess needs from the cluster members and monitor requests from partners (other PDRF clusters, government, humanitarian agencies)
- Perform other related duties that may be assigned as the unit and/or Foundation requires.

## QUALIFICATIONS

- Undergraduate degree in relevant areas of the program unit focus such as Development Studies, Social Work and Community Development, and/or related field focused on disaster risk reduction and management, project management, and emergency management. Advanced degree is an asset.
- Minimum one (1) year of experience in assisting any of the following:
  - NGOs/INGOs
  - Government with core operations
  - Donor-funded project
- Direct work engagement in the areas of:
  - Stakeholder engagement
  - Capacity building
  - Project management
- Assistance with project management and implementation of operational plans is required;
- Experience and knowledge on disaster risk reduction and management and business continuity management is preferred;
- Greater attention to detail and high level of accuracy;
- Strong interpersonal and analytical skills;
- 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; and,
- Excellent written and verbal communication skills;
- Computer literate and knowledgeable in office and other applications.

## HOW TO APPLY

Interested candidates should apply to: [recruitment@pdrf.org.ph](mailto:recruitment@pdrf.org.ph)

- Please indicate the position you are applying for and follow this heading format:
  - PDRF\_Cluster Coordinator\_Last Name  
(example: PDRF\_Cluster Coordinator\_Cruz)
- Please submit CV and Cover Letter (merged into one PDF file) addressed to:
  - **MS. VERONICA T. GABALDON**  
Executive Director  
**Philippine Disaster Resilience Foundation**
- For more information on PDRF, please visit our website: <http://pdrf.org/>