

**BUSINESS CONTINUITY CAPACITY DEVELOPMENT OFFICER  
(PDRF Business Continuity Unit)**

<b>Organization:</b>	Philippine Disaster Resilience Foundation
<b>Post Date:</b>	Sept. 6, 2018
<b>Location:</b>	Makati City, Philippines
<b>Closing Date:</b>	Sept. 28, 2018
<b>No. of Positions Available:</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 disasters 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 Business Continuity and Organizational Resilience Program** focuses on providing capacity-building interventions aimed at developing knowledge on business continuity management and organizational resilience. PDRF's Business Continuity and Organizational Resilience Program also engages relevant organizations from the public and development sectors that are considered vital in ensuring continuity of lifeline services. The overarching goal is to build resilient economic lifeline supply chains and communities in order to ensure their ability to continue the delivery of services and products, and to establish their capacity to immediately recover from disasters.

**JOB DESCRIPTION**

**Capacity-Building and Knowledge Management:**

- Plan, coordinate, and implement the capacity-building activities related to the unit's program thrusts;

- Support module development for capacity development programs focused on promoting business resilience;
- Undertake research in developing training materials and contents, such as training courses, modules, exercises, simulations, and online-based training tools and devices;
- Monitor and evaluate projects and activities, and draft and finalize reports for submission to project partners; and,
- Support building and maintaining partnerships with stakeholders in the government, development agencies, research institutions, and the private sector to identify good practices.

**Program Management:**

- Collaborate with members of the program unit and other units within the organization for the design and conceptualization, implementation, monitoring and evaluation of PDRF's Business Continuity programs;
- Oversee the implementation of assigned projects and activities, and liaise as required with team members and other stakeholders to ensure effective and successful programming;
- Prepare internal reports on program implementation and financial performance;
- Ensure that administrative (including procurement, logistics, etc.) duties align with the unit's workplan and budget, and appropriate PDRF policies.

**QUALIFICATIONS**

- Undergraduate 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 three (3) years of experience working in any of the following:
  - Lifeline utilities (e.g., water, power, fuel, transport, telecommunications)
  - NGOs/INGOs
  - National Government Agencies
  - Donor-funded project
- Direct work engagement in the areas of:
  - Capacity building
  - Provision of technical assistance
  - Project management
- 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;

- Greater attention to detail and high level of accuracy;
- Strong interpersonal skills 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.

## 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\_BC Capacity Development Officer \_Last Name  
(example: BC Capacity Development Officer \_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/>