



## HR GENERALIST

<b>Organization:</b>	Philippine Disaster Resilience Foundation
<b>Post Date:</b>	May 24, 2019
<b>Location:</b>	Meralco Compound, Ortigas Ave., Pasig City
<b>Closing Date:</b>	June 15, 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.

### JOB DESCRIPTION

#### Tasks/Responsibilities:

- Perform end-to-end recruitment and on-boarding of staff to include creation of job description, job posting, shortlisting of applicants, scheduling and conduct of interviews, and other related tasks.
- Administer recruitment life cycle from appropriate/potential CVs and gather supporting documents relative to applicant information sheet such as employment verification (prior salary, education and reference checks).
- Provide personnel orientation for new staff including benefits and foundation policies and procedures.
- Ensure administration of employee benefits including health and life insurance coverage and mandatory benefits;
- Create, maintain and upkeep of comprehensive personnel files to include contract preparation and necessary modifications, summary of leave credits of all staff and prepare other regular reports relating to human resources data.

- Develop and sustain employee engagement activities.
- Update table of organization and participate or suggest organizational structure changes when necessary.
- Oversee timekeeping and coordinate with Finance unit for payroll purposes.
- Prepare necessary exit requirements for resigned or terminated staff ensuring that all outstanding payments, debts or foundation property processed, paid or returned prior to the individual's resignation or termination.
- Coordinate with managers and units on training needs and staff development.
- With guidance from the Executive Director, assist in the process and proper handling of disciplinary actions and employee grievances.
- Undertake other duties/tasks as may be required and needed by the Foundation.

## QUALIFICATIONS

1. Bachelor's Degree in Psychology, Human Resource or Behavioral Science
2. With 2-3 year work experience in an HR Generalist role
3. Knowledge in DRRM an advantage
4. Willingness to travel

## Other Skills/Qualifications:

1. Resilient/Adaptable
2. Competent organizational and administrative skills
3. Strong time management and prioritization skills
4. Great attention to details and highly organized
5. Team player and strong interpersonal skills
6. Ability to work under pressure and meet deadlines
7. Competent written and verbal communication skills
8. Computer literate and knowledgeable in basic MS 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\_HR Generalist \_Last Name  
(example: PDRF\_HR Generalist\_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/>