



ADMINISTRATIVE OFFICER

Organization:	Philippine Disaster Resilience Foundation
Post Date:	March 26, 2019
Location:	PDRF EOC, Clark, Pampanga
Closing Date:	April 22, 2019
How many staff needed?	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 Emergency Operations Center is a purpose-built facility organized and operated for emergency preparedness and response in times of disasters and used for capability building of the PDRF network for disaster resiliency. It is composed of multi-disciplinary talents from the PDRF and its network. Having a national scope, the PDRF EOC establishes strategic coordination with other EOCs of the private sector and government and tactical coordination with their respective Incident Command Posts during emergencies

The key processes of the PDRF EOC are the following:

- A. Information Management for Disaster Risk Reduction and Resilience
 - a. Hazard monitoring, collection, processing, analysis and dissemination of disaster risk reduction information to support EOC teams and DRR stakeholders in their respective roles.
- B. Emergency Response Preparedness

- a. Measures and Actions that foresee emergencies that are likely to occur and pre-plan key components of a response. Though plans will need to be revised if the event happens, preparedness makes it possible to respond faster, more appropriately and efficiently, and to make decisions on the basis of more reliable information.
- C. Emergency Response
 - a. Immediate decisions and measures to (1) contain or mitigate the effects of a disastrous event to prevent any further loss of life and/or property, (2) restore order in its immediate aftermath, and (3) re-establish normality through reconstruction and re-rehabilitation shortly thereafter.
- D. Cluster Coordination for Response
 - a. Coordinative and definitive activities to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies and provide clear leadership and accountability in the main areas of humanitarian response.

General Description:

The Administrative Officer is the responsible person for all administrative and financial requirements of the Emergency Operations Center (EOC) in coordination with the center director.

JOB DESCRIPTION

Tasks/Responsibilities:

1. In coordination with the Center Director, the Administrative Officer shall be responsible for following areas
 - a. Records Management
 - i. Records and Document filing
 - ii. Correspondence and official document processing
 - b. Financial Management
 - i. Budget preparation
 - ii. Bills payment and processing
 - iii. Liquidation of receipts
 - iv. Reimbursements processing
 - v. Financial reporting
 - c. Procurement and Supply Management
 - i. Procurement of operation center sundries, supplies and materials
 - ii. Contract management
 - iii. Reporting and documentation



2. Perform operations center duty as indicated in the operations duty schedule;
3. Undertake and perform other tasks as may be deemed necessary by the Center Director.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree of any related course which involves office administration
2. Competent in records management, financial management, supply and procurement management
3. Preferably a resident of Pampanga

OTHER SKILLS/QUALIFICATIONS:

1. Has the right attitude for service to the people
2. Resourceful and persevering
3. Good oral and written communication
4. Team player
5. Computer competent and knowledgeable in office productivity and internet applications

HOW TO APPLY

Interested candidates should apply to: recruitment@pdrf.org.ph

- Please indicate the position you are applying for and follow this heading format:
 - PDRF_Administrative Officer_Last Name
(example: PDRF_Administrative 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/>