

JOB DESCRIPTION

Job Title:	Business Continuity Program Officer	Employment Status	Permanent
Reports to:	Executive Director	Job Code:	TBA
Department/Group:	Business Continuity and Organizational Resilience Unit	Work Location:	Ortigas, Pasig City

About Philippine Disaster Resilience Foundation (PDRF)



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.

PDRF's Business Continuity and Organizational Resilience Program

PDRF's Business Continuity and Organizational Resilience Unit focuses on providing capacity-building interventions aimed at developing knowledge on business continuity management and organizational resilience among different stakeholders. The Unit 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 disaster events.

Roles & Responsibilities

The Business Continuity Program Officer is responsible for the technical program support needed for the programs managed and implemented by the Unit. This position requires subject matter familiarity on Enterprise Business Continuity and Crisis/Incident Management systems.

Specifically, the Business Continuity Program Officer is expected to demonstrate competency in the following areas:

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 and logistics) duties align with the unit's workplan and budget, and appropriate PDRF policies.

Training & Facilitation:

- Provide high quality training to internal and external clients;
- Maintain effective communication with clients to establish training needs; and
- Evaluate the effectiveness of training and modify materials as appropriate

Qualifications and Education Requirements

- Graduate 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 five (5) 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 projects (e.g., USAID)
- Direct work engagement in the areas of:
 - Training management
 - Provision of technical assistance on business continuity
 - 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;
- Demonstrated capacity in at least three (3) of the following Business Continuity Planning Components:
 - Risk Assessment
 - Business Impact Analysis
 - Business Continuity Plan Strategy development
 - Emergency Preparedness and Response
 - Incident and/or Crisis Management Planning
 - Plan Exercising, Maintenance and Testing
- Greater attention to detail and high level of accuracy;
- Strong interpersonal skills;
- Demonstrate the ability to think strategically and drive tactical execution;
- Exhibit excellent analytical skills, the ability to manage multiple projects under strict timelines, as well as the ability to work well in a demanding, dynamic environment and meet overall objectives.
- 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.

Approved by: _____		Conforme: _____	
Immediate Superior's Signature Over Printed Name		Employee's Signature Over Printed Name	
Date: _____		Date: _____	
Reviewed By:	HR Unit Head	Date:	
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	