

JOB DESCRIPTION

Job Title: Local Coordinator	Unit: Operations
Reports To: Operations Center Director	Employment Status:
Supervises: N/A	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Officer	Work Location: Polillo Island, Quezon
Essential Functions:	
<p>Coordination and Project Management:</p> <ul style="list-style-type: none"> Main focal point of the project and key stakeholders in the target areas. On behalf of PDRF and the Project Management Team (PMT), liaise and actively engage with key stakeholders to ensure effective interface throughout the duration of the project; Maintain regular accessibility and visibility among partners and ensure participatory implementation and decision-making process in the project; Manage the day-to-day activities in the target area such as coordination, monitoring and documenting, among others; Facilitate the conduct of activities pertaining to Project Phases: 2) Data Collection and Gap Analysis; 3) Program Implementation and M&E; and 4) Sustainability and Foresight Planning; Assist project officer in overseeing the deployment, installation, testing and commissioning of equipment activities in target areas; Provide timely feedback that may bear upon the relationship among partners and the success of the project; Support the development of the key activities and improvement of processes for consistent quality outcomes; Assist the M&E Officer in the monitoring of Child protection, PSEAH and GESI compliance of the project; Assist the M&E Officer in assessing and documenting project status and determining issues that may require the attention of the Project Director/Project Supervisor or PDRF management; Deliver assigned activities and processes within agreed deadlines and quality standards to ensure project milestones are met; <p>Administrative role:</p> <ul style="list-style-type: none"> Ensure the safekeeping of files, equipment, and other resources assigned to him/her; Assist the Procurement and Finance Officer in sourcing logistical requirements for workshops, meetings, sessions, and other related activities; Manage scheduling and assist with project platform development; Supports the documentation of activities; Perform other related tasks as may be assigned by Project Supervisor/Project Director. 	
Educational Background/Work Experience:	
<ul style="list-style-type: none"> Bachelor's Degree of any related course which involves customer relation management/community development/social sciences; With at least 2-3 years of work experience as a Project Officer or its equivalent; Competent in Project Management and Monitoring and Evaluation; Strong moderation, training and facilitation skills; 	

- Experience in disaster risk management will be an advantage;
- Willing to travel.

Other Skills/Qualifications:

- Ability to communicate effectively the dialect of target areas
- Resilient/Adaptable
- Strong attention to details
- Excellent interpersonal skills and team player
- Resourceful and persevering
- Presentation and technical writing skills
- Poise and ability to act calmly and competently in high-pressure, high-stress situations.
- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Organizational and administrative skills
- Advance skills in MS Excel and other Microsoft Applications

Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to recruitment@pdrf.org.ph

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