

EOC COMMUNICATIONS OFFICER (PDRF Operations Center Unit)

Organization:	Philippine Disaster Resilience Foundation
Post Date:	February 1, 2018
Location:	Clark, Pampanga
Closing Date:	
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.

JOB DESCRIPTION

1. Develop and ensure the implementation of a communication strategy and an associated work plan for the PDRF Emergency Operation Center, including early warnings, calls for the support and other information for partners and stakeholders, for better dissemination of information.
2. Leads in the production of social media and other multimedia materials (including blogs, articles, presentations, tweets, infographics, situational reports and others) for timely dissemination to member corporations and external audiences.

3. Collaborate with the Information Management Officer and other team members in disseminating and packaging relevant information for the PDRF Network and other stakeholders.
4. Collaborate with the Training Officer in developing strategies in disseminating information on PrepLab events.
5. Communicate timely advisories to stakeholders, including infographics, especially in a time of disasters.
6. Maintain close collaboration and build a network with the communication officers of government, member companies and members of the United Nations Humanitarian Country Team (UN-HCT).
7. Design and develop communication materials for the Operations Center.
8. Develop and manage the DOC website and its contents and components.
9. Keep up-to-date with technological and software developments related to communication and coordination and perform any other tasks as may be deemed necessary by EOC Team.
10. Supports PDRF in its communication materials.
11. Provide standardized communication templates and request forms for the use of the foundation.
12. Performs communications-related tasks from time to time or as the Foundation requires.

QUALIFICATIONS

- Bachelor's Degree in Mass Communication, or any related course.
- Knowledgeable in Disaster Risk Reduction and Management
- Knowledgeable and working experience in branding and design is a must
- Must be knowledgeable in social media management
- Work experience in written communication such as but not limited to press releases, content website and social media a must
- 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.
- Computer literate and knowledgeable in office and other applications

HOW TO APPLY

Interested candidates should apply to: pdrf.opscenter@gmail.com

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