

JOB DESCRIPTION

Job Title:	Program Manager	Employment Status	Project based
Reports to:	Head of Development Programs and Innovation	Job Code:	TBA
Department/Group:	Development Programs and Innovation Unit	Work Location:	Ortigas, Pasig City with travel to Batangas and Iloilo 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.

Roles & Responsibilities

The Program Manager will lead a range of climate-related engagement and communication activities, with a particular focus on efforts to involve local government units, civil society organizations, academe, and the private sector to support in the development and dissemination local and national action plans, and climate smart solutions. S/He will focus on the day-to-day operations and will support the different stakeholders to deliver the program. This is a collaborative role which will fulfil administrative tasks, budget management, planning, and work with other internal units.

Key responsibilities include, but are not limited to the following:

- Lead in developing and implementing activities and partnership of the project;
- Ensure that all activities and target deliverables are being met and in accordance with the project timeline and budget;
- Manage the Project and partners at the field level and facilitate their cooperation in developing and completing shared vision and goals, implementing policies that maximize the program's impact, while providing information about project within own organization and ensuring activities to contribute to deliverables being carried out within all partner organizations; and


- Ensure that all project interventions are of a high quality and lead to measurable impact. This includes, but is not limited to, overseeing the annual work-plan preparation, identifying external technical support needs, ensuring that appropriate management practices are being used in project implementation.

Qualifications and Education Requirements

- A degree in disciplines related to environment, climate change, economics, development studies;
- Preferably a minimum of five (5) years (Bachelor's degree) or two (2) years (Master's degree) relevant professional experience in development of environment and climate change operations, project management, policy formation, capacity building;
- Proven writing and analytical skills in designing relevant operations; ability to initiate innovative approaches and originality at work; sound analytic, conceptual and strategic thinking;
- Updated knowledge of the critical environment and climate change issues;
- Proven ability for team-working and multi-tasking; great facilitation, communication and computational skills; resourcefulness, attention to details and client orientation;
- Flexibility to undertake field missions to project implementation sites;
- Competence in (or ability/willingness to become quickly familiar with) the use of various tools needed for the project, and
- fluency in standard MS office applications (Word, Excel, Power Point).

Our diversity is our strength; we encourage people from all backgrounds and experiences. PDRF is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, and national origin.

The closing date for this posting, if listed, is approximate. Job postings may be removed from PDRF career website at any time.

Approved by:  Anna Katrina Aspuria		Conforme:	
Immediate Superior's Signature Over Printed Name		Employee's Signature Over Printed Name	
Date: 16 November 2021		Date: _____	
Reviewed By:	HR Unit Head	Date:	16 November 2021
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	