

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Officer for Climate Resilience</b>	<b>Employment Status</b>	Project based
<b>Reports to:</b>	Program Manager	<b>Job Code:</b>	TBA
<b>Department/Group:</b>	Development Programs and Innovation Unit	<b>Work Location:</b>	Batangas City, 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 Resilience Officer will support 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 support the day-to-day operations and 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:

- Support the coordination and implementation of all assigned PDRF project activities as outlined in the detailed implementation plan in line with PDRF program quality principles and standards, donor requirements, and good practices.
- Assist with the engagement and communication with the LGU on project implementation initiatives, and agreements.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist LGU and consortium partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting consortium partners in their efforts to collect and analyze project data per specified mechanisms and tools.


- Collaborate with LGU and consortium partners to prepare reports per established reporting schedule.
- Collect information on staff capacity needs and technical assistance needs of LGU and consortium partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.

### Qualifications and Education Requirements

- Bachelor's degree in disciplines related to environment, climate change, development studies, or Ecosystems management;
- Preferably a minimum of four (4) years professional experience in development of environment and climate change operations, project management, policy formation, capacity building;
- Experience in the field of ecosystems, Nature Based Solutions, urban planning, or public administration and working for an LGU or NGO would be a plus.
- 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 Immediate Superior's Signature Over Printed Name Date: 19 November 2021		Conforme: _____ Employee's Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	