## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Coordinator (Visayas)</th>
<th>Employment Status:</th>
<th>Consultancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Project Manager</td>
<td>Duration:</td>
<td>2 months</td>
</tr>
<tr>
<td>Project:</td>
<td>Project K3: Kalinga para sa</td>
<td>Work Location:</td>
<td>Work from Home</td>
</tr>
<tr>
<td></td>
<td>Kalusugan ng Komunidad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>ASAP</td>
<td>Preferred Location:</td>
<td>Anywhere in Visayas</td>
</tr>
</tbody>
</table>

### About Project K3: Kalinga para sa Kalusugan ng Komunidad

Project K3 stands for Kalinga para sa Kalusugan ng Komunidad, an initiative of the Philippine Disaster Resilience Foundation (PDRF) and New Zealand Ministry of Foreign Affairs and Trade Aid Programme that aims to strengthen the health system capacities of LGUs, hospitals, and communities around the country to deal with the COVID-19 crisis and future disruptions through innovative training and community education.

Project K3’s key activities are:
1) To train 10,000 Frontliners and Healthcare Workers
2) To distribute 5,000 Personal Protective Equipments to the selected hospitals; and 3) To develop and distribute 10,000 information, education, communication (IEC) materials to our target areas

### Duties and Responsibilities:

1) Build a strong network of local government unit (LGU) and Hospital representatives within the project target areas.
2) Coordinate with the LGUs and Hospitals to participate in all Project K3 events by sending email and SMS invitations.
3) Support in reaching the targeted 7,000 learners through completion of online courses iniADAPT.
4) Create a directory for all attendees of K3 events
5) Address queries from participants i.e. registration, access, and others related to Project K3.
6) Coordinate with the selected hospitals for the delivery of PPEs and IEC Materials.
7) Coordinate with the LGUs of the target areas for the delivery of IEC materials.
8) Coordinate with the supplier on the distribution plan, focal persons, updates, tracking of the PPEs, and documentation of the delivery.
9) Report to the Project Manager on the progress of the activities in your area.
10) Support the team in the preparation and execution of the events and training.
11) Other duties as assigned by the Project Manager.
12) Occasional face-to-face meetings with the LGUs & Hospitals staff as necessary.

Qualifications and Education Requirements

- Graduate degree in any course
- At least 1 year of experience in coordination
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Great attention to detail
- Problem-Solving Ability
- Strong interpersonal skills;
- Organizational and administrative skills, and ability to work under pressure and meet deadlines;
- Excellent written and verbal communication skills.

Interested applicants may send their cv/resume at preplab@pdrf.org.ph with the subject line “K3 Project Coordinator _(Surname)”. Deadline of submission is on Friday, December 3, 2021.

PDRF is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex 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:  
Germaine Fay M. Ramirez  
December 1, 2021

Conforme:  
Mariecruz Victoria M. Siddayao  
December 1, 2021