

JOB DESCRIPTION

Job Title:	Learning & Development Manager	Employment Status	Regular
Reports to:	Executive Director	Job Code:	TBA
Department/Group:	Learning & Development	Work Location:	Meralco Pasig

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.

Brief Description of Duties *(or attach the Job Description)*

- Demonstrate appropriate support to the programs and its management teams;
- Interface with the senior stakeholders;
- Manage key strategic risks;
- Approve and authorize the budgets for all programs in the unit portfolio;
- Resolve cross-program issues and strategic issues with senior stakeholders;
- Monitor the programs' progress against the organizational strategy and objectives;
- Generate funds and identify new programs; and
- Perform other related duties that may assigned by the Executive Director.

Qualifications and Education Requirements

Preferred Qualifications / Experience *(not mentioned above or in the JD):*

Managerial Competencies:

- Leadership
- Vision
- Empowering Others
- Building Trust
- Managing Performance
- Judgment/Decision-making

Core Competencies:

- Communication
- Teamwork
- Planning and Organization
- Accountability
- Creativity
- Client Orientation
- Commitment to continuous learning
- Technical Awareness

Approved by: _____ Immediate Superior's Signature Over Printed Name Date: _____		Conforme: _____ Employee's Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	10 September 2021
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	