

JOB DESCRIPTION

Job Title:	Project Coordinator for Odette Early Recovery	Employment Status:	Consultancy
Reports to:	Project Manager	Duration:	6 months with possible extension
Project:	Odette Early Recovery	Work Location:	Field
Start Date:	March 28, 2022	Preferred Location:	<ul style="list-style-type: none"> • 1 coordinator in Siargao and Dinagat • 1 coordinator in Cebu and Bohol • 1 coordinator in Ilog, Negros Occidental

About the Project

On 16 December 2021, TY Rai (Odette) brought torrential rains, violent winds, landslides, and storm surges. It made 9 landfalls in the provinces of Surigao del Norte, Dinagat Islands, Southern Leyte, Bohol, Cebu, Negro Oriental, and Palawan before exiting in the West Philippines Sea. The first landfall was in northeastern Mindanao, packing maximum sustained winds of 195 km/h while the storm then traversed through Central Visayas overnight.

As of 20 December, TY Rai (Odette) caused severe and widespread damage throughout the Southern Philippines, killing at least 208. The typhoon was estimated to have caused at least ₱25 billion (\$501 million) worth of damage across the Philippines.

Key activities to be implemented will focus on Shelter, Livelihood, and WaSH

Duties and Responsibilities:

- 1) Build a strong network of local government unit (LGU) and local CSOs within the project target areas.
- 2) Support in reaching the project targets and deliverables
- 3) Coordinate with the LGUs of the target areas for the delivery of materials.
- 4) Coordinate with the supplier on the distribution plan, focal persons, updates, tracking, and documentation of the delivery.
- 5) Report to the Project Manager on the progress of the activities in your area.
- 6) Support the team in the preparation and execution of the events and training.
- 7) Support the team in report generation
- 8) Conduct of monitoring and evaluation of projects
- 9) Other duties as assigned by the Project Manager.

Qualifications and Education Requirements

- Graduate degree in any course
- At least 2 years 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; and
- Excellent written and verbal communications skills

Interested applicants may send their cv/resume at recruitment@pdrf.org.ph with the subject line “**Odette Project Coordinator_(Surname)**”. Deadline of submission is on **Tuesday, March 15, 2022**.

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:

AAspurta

Immediate Superior's Signature over
Printed Name

Conforme:

Employee's Signature Over Printed Name

Date:

Date: