

JOB DESCRIPTION

Job Title: IT Support Assistant	Unit: Shared Services (Information and Technology)
Reports To: IT Supervisor	Employment Status:
Supervises: N/A	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Assistant	Work Location: Pasig City
General Description: The Information Technology Unit is responsible for the operation and maintenance of the IT resources including websites, Email Service, Local Area Network Architecture, Personalized Software Platforms, Databases, and Computer Hardware and Software. The IT and Admin Units have a shared Database on the Hardware and Software Inventory that the Organization owns. The services of the IT Unit cover all Office Sites including the Meralco Office [Main Base of Operation] and PDRF Clark Facility.	
Essential Functions: The IT Support Assistant will have the following duties and responsibilities: <ul style="list-style-type: none"> Make sure all systems are in optimal working conditions for the day-to-day operations Assist in Updating or Upgrading systems including websites, applications, platforms, LAN and computer units Assists as Technical Support for events including online meetings, webinars and trainings (Face to face if permitted) Acts as one of the first responders in the event of the activation of the Emergency Operations Center in Clark Assists in coordinating with equipment suppliers, ISPs and Member Companies Assists in maintaining the hardware and software systems with coordination of the IT Engineer/equipment supplier Assists in repairing the hardware and software systems with coordination of the IT Engineer/equipment supplier On call for remote technical assistance Assists in developing overall online or cloud assets of the organization 	
Educational Background/Work Experience: <ul style="list-style-type: none"> 4-year course in BSIT or similar Fresh Graduate or at least 1 year experience in IT (Hardware/Networking) related field is an advantage Knowledgeable in Computer and Network Troubleshooting, Repair and Maintenance Team player with minimal supervision Willing to learn Ability to communicate effectively in English, both in written and in oral form 	
Other Skills/Qualifications: Corporate Competencies: <ul style="list-style-type: none"> Demonstrate integrity by modeling the PDRF's values and ethical standards Display cultural, gender, religion, race, nationality and age sensitivity and adaptability Treat all people fairly without favoritism Functional Competencies: <ul style="list-style-type: none"> Promote knowledge management in PDRF and a learning environment in the office Actively work towards continuing personal learning and development in one or more practice areas Ability to lead formulation, monitoring and evaluation of project activities 	

- Ability to interact across a wide spectrum of people.

Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to recruitment@pdrf.org.ph

For more job postings, visit www.pdrf.org/join-us/

About the Philippine Disaster Resilience Foundation

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster resilience. As an alliance of businesses dedicated to building the disaster risk management capabilities of the private sector in the country, PDRF aims to contribute to the sustainable development and the general welfare of the Filipino people. For more information, visit <http://www.pdrf.org>