

## JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Unit:</b> Operations; USAID ESP Energy Resiliency Program: Enhancement of Energy Sector's Capacity to Respond and Recover from Disasters
<b>Reports To:</b> Project Director and Project Supervisor  <b>Supervises:</b> N/A	<b>Employment Status:</b>  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
<b>Job Level:</b> Officer	<b>Work Location:</b> Clark, Pampanga
<p><b>About the Project: USAID ESP Energy Resiliency Program</b></p> <p>The Philippine Disaster Resilience Foundation (PDRF), funded by the Government of United States of America Research Triangle Institute, is a program that aims to enhance the capability of the Energy Sector to prepare, respond and recover from different disasters through capacity-building activities and innovative technologies that will provide access to sustainable energy to support critical response and recovery activities after a disaster.</p> <p>Managing the impact on the energy sector is important to ensure that power can be restored quickly after a disaster because of the interdependencies with critical lifelines and utilities such as water, health, and communications. The Department of Energy (DOE), the primary national government agency mandated to ensure sustainable, stable, secure, sufficient, and accessible energy, is responsible for managing the impact of disasters on the energy sector. Through this project, the DOE Task Force on Energy Resiliency's (TFER) capacity will be enhanced by developing its systems and procedures, training its personnel, and building its Emergency Operations Center.</p> <p><b>The Energy Resiliency Program of USAID Energy Secure Philippines</b> is an eighteen-month project that aims to achieve the following objectives:</p> <ol style="list-style-type: none"> <li>a. Develop a program or a strategy that complements the resiliency plans of government (i.e., national, sub-national, local government units), particularly at the level of policy implementers, frontliners, first responders, relief-operations agents, and power utilities;</li> <li>b. Introduce systems and related services that will facilitate the realization and real-time execution of the resiliency plans and/or address potential cyber threats due to rapid changes in the energy sector;</li> <li>c. Develop systems and related services that will permit the participation in disaster preparedness, relief, and recovery by other actors who are affected by climate-related and human-induced disasters and are fully resolved to devote time and resources to preparedness, relief, recovery, and rehabilitation (e.g., businesses, financial institutions, civil society organization, non-government organizations); and</li> <li>d. Promote the use of renewable energy solutions in disaster preparedness, relief, and recovery operations from both climate-related/natural and human-induced disasters.</li> </ol>	
<p><b>Essential Functions:</b></p> <p>The Project Officer is responsible for supporting the implementation of project activities to ensure that project milestones are met. The Project Officer will monitor project plans, coordinate resources, and prepare related documents for key stakeholders, including project status updates, reports, and meeting minutes. The Project Officer will also work closely with the Energy Cluster of PDRF to ensure the</p>	

readiness of the Cluster to support project objectives. General supervision of the Project Officer will be with the Project Director in close coordination with the Project Supervisor.

- Support the Project Director in the day-to-day implementation of the project
- Support the monitoring and evaluation by tracking the deliverables and associated deadlines
- Coordinate the activities carried out by the project coordinators
- Review and provide feedback on the reports generated by the PMT
- Provide technical advice
- Support and assist the Project Supervisor and M&E Officer in the development of reports on project activity results, assessments, terminal reports, and audit documents, among others;
- Support the development of materials, including presentations in accordance with PDRF and USAID branding and marking guidelines
- Support the PMT in the preparation of the tender documents for the identification of experts/material procurement
- Prepare draft Terms of References for individual experts/consultants hired on short-term duration
- Undertake field visits to monitor and evaluate progress on the ground.

**Educational Background/Work Experience:**

- A minimum of a Bachelor's Degree in Science, Technology, Engineering, or relevant disciplines is essential. Masters's Degree in Science, Technology, Engineering, or relevant fields is highly desirable.
- With at least 3-5 years of experience in project management
- Willing to travel
- Experience in working with the Energy Sector or renewable energy is an advantage

**Other Skills/Qualifications:**

- Project Management
- Problem Solving and Critical Thinking
- Excellent interpersonal skills and team player
- Presentation and technical writing skills
- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Organizational and administrative skills
- Advanced skills in MS Excel and other Microsoft Applications

**Copyright and Ownership**

PDRF will have sole ownership over any Intellectual Property developed for or derived from the engagement with the consultant. Any material provided to the consultant will remain the property of PDRF.

Interested applicants must submit the following documents no later than August 15, 2023, to [recruitment@pdrf.org.ph](mailto:recruitment@pdrf.org.ph) (copy [lsantana@pdrf.org.ph](mailto:lsantana@pdrf.org.ph) and [jcanlapan@pdrf.org.ph](mailto:jcanlapan@pdrf.org.ph)) with "USAID ESP-Project Officer" in the subject line:

- Curriculum Vitae or Resume demonstrating related experience;
- Outline of previous instructional design experience(s): training type, audience, curriculum content, curriculum design, and development, etc.;
- Samples of related curricular materials produced by the applicant;
- Instructional design proposal (not to exceed two pages), including a proposed approach to curriculum development in collaboration with PDRF and Project Management Team, timeline, and any other necessary inputs;

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