

JOB DESCRIPTION

Job Title: Training Officer	Unit: Operations
Reports To: Operations Center Director	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant Others (specify): _____
Supervises:	
Job Level: Officer	Work Location: MERALCO Office
General Description: <p>The Training Officer is responsible for conducting training needs assessments, developing and executing learning programs, and utilizing new technologies to enhance training methodologies. Duties include designing and facilitating workshops, managing a pool of trainers, contributing to research and knowledge exchange, and overseeing the financial and logistical aspects of training initiatives. Additionally, the Training Officer is responsible for documenting training activities and preparing post-training evaluations and reports.</p>	
Essential Functions: <p>Capacity Development</p> <ul style="list-style-type: none"> • Conduct internal and external training needs assessment to identify skills or knowledge gaps that can be addressed by targeted capacity building program; • Create and execute learning strategies and programs related to the emergency operations (e.g. Hazard Analysis for Business Resilience (HANDA), Incident Command System, Emergency Operations Center Management, humanitarian logistics, simulation exercises); • Develop learning methodologies leveraging new technology (eLMS); • Design, prepare, and package adult learning educational aids and materials; • Facilitate training and workshops; and • Develop evaluation instruments that focus on impact and outcome; and • Document training, conduct post-training evaluation, and prepare post-training reports. <p>Advocacy and Partnerships</p> <ul style="list-style-type: none"> • Manage a pool of trainers/experts from various fields; <p>Research and Knowledge Exchange</p> <ul style="list-style-type: none"> • Collaborate in developing, writing, submitting, publishing research and reports; <p>Finance and Administration</p> <ul style="list-style-type: none"> • Track budgets and negotiate contracts; and • Develop & manage supplies & logistics requirements of the unit; • Perform other related tasks as may be assigned 	
Educational Background/Work Experience: <ul style="list-style-type: none"> • Bachelor's Degree in Education, Development Communication, Communication, Development Studies, or any related discipline which covers Adult Learning Methodology • Working knowledge of 4-5 years in Training Facilitation and Instructional Design is a must • Knowledge in Disaster Risk and Reduction Management is an advantage 	

Other Skills/Qualifications:

- Resilient/Adaptable
- Excellent oral and written communication skills
- Able to deliver high-impact programs to diverse audience
- Meticulous to details
- Competent leadership and management skills
- Output oriented
- Strong analytical and research skills
- Ability to work under pressure and meet deadlines
- Strong interpersonal skills (with integrity/approachable) and a team player

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ABOUT PDRF

Established in 2010, the Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector 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 general welfare of the Filipino people.

Composed of over 85 member companies, PDRF is co-chaired by PLDT and Smart Communications Chairman Manuel Pangilinan, Ayala Corporation Chairman and CEO Jaime Augusto Zobel de Ayala, and Cardinal Luis Antonio Tagle.

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

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