

JOB DESCRIPTION

Job Title: Administrative Officer	Unit: Development Programs and Innovations (Building Resilience Through Inclusive Development and Gender Equality)
Reports to: Program Manager, BRIDGE Project	Employment Status:
Supervises: N/A	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Others (specify): _____
Job Level: Rank & File	Work Location: Metro Manila
General Description:	
Responsible for the processing of admin requirements of the PDRF Building Resilience through Inclusive Development and Gender Equality (BRIDGE) Project Team including but not limited to permits, procurement, service contract and logistics management and coordination.	
Administrative Officer functions includes the following: <ul style="list-style-type: none"> Ensure administrative support to the PDRF BRIDGE Project Team Maintain and keep track of the calendar of activities of the BRIDGE Project team Procurement of office supplies and program supplies Maintain and update records of all administrative related documents (i.e. contracts and permits) Coordinate with third party service providers, partners and government offices for any project related concerns Provide administrative and logistical support to the project team. Perform other related duties that maybe assigned by the Program Manager and the DPI Unit Head. 	
Educational Background/Work Experience: <ul style="list-style-type: none"> Bachelor's degree in Business Administration, Accounting/Accounting Technology, Management or any relevant field Has at least one year of experience in admin work A keen interest in disaster risk reduction and management and climate change adaptation and mitigation is preferred 	
Other Skills/Qualifications: <ul style="list-style-type: none"> Strong time management and prioritization skills Basic knowledge in Microsoft Office Apps (Word, Excel, Powerpoint, etc.) and Google Workspace (Gmail, Calendar, Drive, etc.) Ability to communicate in English, both in written and oral form Willing to travel outside of Metro Manila 	