

JOB DESCRIPTION

Job Title: Information Management Officer	Unit: Operations
Reports To: Operations Supervisor	Employment Status: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project-based <input type="checkbox"/> Consultant Others (specify): _____
Job Level: Officer	Work Location: Operations Center, Clarkfield, Pampanga
General Description: <p>Under the overall supervision of the Centre Director but reporting directly to the Operations Centre Supervisor, the Information Management Officer plays a pivotal role in coordinating and advancing information and data management efforts across the PDRF Network and partners. As the focal point of PDRF for data and information management, the position will play a crucial role in coordinating, planning, supporting, and delivering data-driven initiatives. The IM Officer will facilitate coordination and collaboration among various stakeholders to ensure streamlined information flows that strengthen emergency preparedness and response, particularly of the private sector. Additionally, the IM officer will serve as a liaison between PDRF OpCen and external partners to facilitate data-driven decision-making and the integration of innovative information management solutions.</p>	
Essential Functions: 1. Support PDRF with data and information management <ul style="list-style-type: none"> • Lead data management initiatives, including surveys, secondary data reviews, vulnerability assessments, indicator definition, population profiling, GIS mapping, data visualization, and official statistics. • Analyze primary and secondary data to support evidence-based decision-making. • Assess data management needs and provide strategic recommendations to address gaps. • Deliver training and capacity-building support to PDRF network members and partners. • Lead technical aspects of data management, including needs assessment, data collection, analysis, storage, and dissemination. • Recommend and implement tools and systems for effective data and information management. 2. Develop Disaster Information Products <ul style="list-style-type: none"> • Design internal and external information management products, including indicators, templates, maps, and dashboards. • Ensure proper data curation and storage. • Facilitate the strategic use of data in alignment with PDRF standards. • Support geospatial analysis, statistical evaluation, targeting, surveys, and indicator development. • Strengthen communication with PDRF Network and partners by developing tailored information and data solutions. 	

3. Support to System Development & Technical Support

- Plan, design, and implement enhancements or additional HANDA applications to support the operational needs of the EOC and PDRF member companies.
- Stay updated on technological and software developments relevant to communication, data management, and emergency operations support.

4. Perform other related tasks as may be assigned by the Center Director

Educational Background/Work Experience:

Bachelor's degree in Geography, Statistics, Information Management, Disaster Risk Reduction, Development Studies, or a related field

Five years of experience in information management, data analysis, and statistical processes and three years in humanitarian or development contexts. Proven expertise in data sharing, management, and analysis to inform decision-making and program implementation.

Preferably with experience developing information management products (e.g., Situation Reports, infographics, etc).

Other Skills/Qualifications:

Strong written and verbal communication skills

Functional Skills in data collection methodologies and analysis,

Familiarity with information management platforms and open source software and data

Ability to work effectively under pressure and manage multiple tasks during emergencies

Strong interpersonal and coordination skills; able to engage with diverse stakeholders

High level of initiative, adaptability, and attention to detail

Knowledge of Philippine disaster response systems and protocols is an advantage

Willingness to travel and deploy for field missions when needed

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

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.

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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