

JOB DESCRIPTION

Job Title: Business Continuity Training Officer	Unit: Capacity Development
Reports To: Capacity Development Head/ Operations Center Director Supervises:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Officer	Work Location: Meralco Office
General Description: The Business Continuity Training Officer develops, implements, and facilitates comprehensive business continuity training programs, including workshops, drills, simulations, and tabletop exercises. Create training materials and awareness content, promote a culture of preparedness through continuous learning, and analyze test outcomes to implement improvements.	
Essential Functions: <ol style="list-style-type: none"> 1. Training, Capacity Building & Awareness <ul style="list-style-type: none"> • Develop and implement Business Continuity Training program. • Facilitate stakeholder training sessions, workshops, conferences, and awareness activities, including drills, simulations, and tabletop exercises, to meet project learning objectives as part of the BCP program. • Organize and lead training for employees on their roles within the BCP, ensuring organization-wide understanding and engagement. • Develop training materials and awareness content to reinforce business continuity knowledge and practices. • Promote a culture of preparedness through continuous learning and internal knowledge-sharing mechanisms. • Analyze test outcomes and disruption responses to identify areas for improvement and implement corrective actions. 2. Resource & Program Management <ul style="list-style-type: none"> • Oversee the business continuity program budget, ensuring resources are effectively allocated for resilience-building activities. • Stay informed of emerging trends, technologies, and global best practices in business continuity, incorporating new insights into the program. 3. Advocacy and Partnerships <ul style="list-style-type: none"> • Manage a pool of trainers/experts from various fields; 4. Finance and Administration <ul style="list-style-type: none"> • Track budgets and negotiate contracts; and • Develop & manage supplies & logistics requirements of the unit; <p>Others: Perform other related duties that may be assigned.</p>	

Educational Background/Work Experience:

- Bachelor's degree in Business, Emergency Management, or a related discipline (required). Master's degree in Business Administration, Emergency Management, or a related field (preferred).
- 2-3 years of professional experience in business continuity, disaster recovery, emergency management, or related fields.

Other Skills/Qualifications:

- Excellent analytical and problem-solving abilities.
- Strong leadership, team coordination, and project management skills.
- Excellent written and verbal communication skills, with the ability to engage and influence diverse stakeholders.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Effective organizational skills and ability to prioritize multiple tasks under pressure.

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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.

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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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