

JOB DESCRIPTION

Job Title: Local Coordinator	Unit: Operations
Reports To: Project Manager/ Operations Center Director	Employment Status: Full-time Part-time <input checked="" type="checkbox"/> Project-based Consultant Others (specify): _____
Supervises:	
Job Level: Rank and File	Work Location: Cebu
General Description: The Local Project Coordinator will serve as the primary on-ground focal point for the project. The role is responsible for overseeing the day-to-day implementation of activities, ensuring that project milestones are delivered on time, within scope, and with quality. The position requires strong community engagement, effective coordination with stakeholders, and diligent documentation to support the LGU in improving its disaster preparedness and response systems.	
Essential Functions: <ul style="list-style-type: none"> • Lead the execution of project work plans, schedules, and budgets within the target LGU to ensure the timely delivery of all disaster preparedness activities. • Act as the lead focal point for the project, maintaining constant and professional liaison with local government authorities, community leaders, partner NGOs, and private sector stakeholders. • Track project progress and collect field data to measure impact, ensuring all outcomes align with the project’s overarching resilience goals. • Maintain a detailed record of all project phases, including capacity-building sessions, stakeholder meetings, and field activities. • Oversee the end-to-end process of equipment deployment from installation and testing to final commissioning—ensuring all assets are functional and local staff are trained in their use. • Provide real-time updates and strategic feedback to the Project Team in Manila/Clark to support healthy partner relationships and project agility. • Ensure that all assigned deliverables meet PDRF’s high standards for quality and are completed within the strict 8-month project timeline. • Perform other related tasks as assigned by the Project Manager to ensure the successful recovery and preparedness of the target community. 	
Educational Background/Work Experience: Bachelor’s Degree of any related course which involves customer relation management/community development/social sciences At least a year of experience in project coordination, preferably in DRR (Disaster Risk Reduction) or humanitarian response. Familiarity with Emergency Operations Center (EOC) operations is an advantage, but not required. Strong familiarity with the local context and geography of Northern Cebu.	
Other Skills/Qualifications: Strong written and verbal communication skills in English, Tagalog, and Cebuano. Excellent interpersonal and relationship-building skills. Ability to manage multiple tasks and work effectively with diverse stakeholders. Strong organizational and time-management skills with attention to detail.	

Creative, proactive, and able to work both independently and as part of a team.
Ability to work independently in a field-based setting.

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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 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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