

## JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b> Associate GIS Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Unit:</b> TOSU - Operations                                                                                                                                                                                  |
| <b>Reports To:</b> Operations Center Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Employment Status:</b>                                                                                                                                                                                       |
| <b>Supervises:</b> -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project-based<br><input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____ |
| <b>Job Level:</b> Rank and File                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Work Location:</b> Operations Center, Clark                                                                                                                                                                  |
| <b>General Description:</b><br><br>The Associate GIS Officer shall support the GIS Officer in enhancing the Hazard and Disaster Analysis for Business Resilience (HANDA) by providing geospatial data management, mapping, and analysis services. The role ensures that the layers are accurate, updated, and visually clear to aid monitoring and analysis, decision-making, reporting, and field response operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                 |
| <b>Essential Functions:</b> <ul style="list-style-type: none"> <li>• Assist in the collection of clean and organized spatial and non-spatial data from multiple sources (field surveys, government databases, satellite imagery).</li> <li>• Assist in creating maps, infographics, and geospatial visualizations for reports, presentations, and operational dashboards to support Member Companies and PDRF response operations.</li> <li>• Support GIS analysts and project teams in conducting analysis (e.g., hazard and risk mapping, climate vulnerability, exposure analysis, resource allocation).</li> <li>• Maintain Member Company GIS databases, ensuring data integrity, accuracy, and compliance with organizational standards.</li> <li>• Collaborate with program staff to integrate GIS outputs into project design, monitoring, and evaluation.</li> <li>• Support disaster response operations, including deployment to affected areas to assist in mapping affected communities.</li> <li>• Perform other related tasks as may be assigned.</li> </ul> |                                                                                                                                                                                                                 |
| <b>Educational Background/Work Experience:</b><br>Bachelor's degree in Environmental Science, Meteorology, Geology, or a related field.<br>Knowledge in ArcGIS Server, ArcGIS desktop, ArcGIS Mobile<br>Familiar with ArcGIS Online features and structure<br>Background with Quantum GIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                 |
| <b>Other Skills/Qualifications:</b><br>Strong organizational and project management skills<br>Excellent written and verbal communication skills<br>Ability to work under pressure and in stressful situations<br>Basic understanding of hazard, vulnerability, and risk concepts is an advantage<br>Strong analytical and problem-solving abilities<br>Ability to work collaboratively with diverse groups and stakeholders<br>Willingness to be deployed or to provide support during disaster response activities, as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                 |

### **Copyright and Ownership**

PDRF will have sole ownership over any Intellectual Property developed for or derived from the engagement with the consultant. Any material provided to the consultant will remain the property of PDRF.

### **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](mailto:recruitment@pdrf.org.ph)

For more job postings, visit [www.pdrf.org/join-us/](http://www.pdrf.org/join-us/)