



Job Title:	Partnership Coordinator
Reports to:	Project Manager
Project Duration:	8 November 2022 - 8 November 2023
Duty Station:	Quezon City with possible travels to regions
Type of Employment:	Project-Based Employment
About Asia Pacific Alliance for Disaster Management –Philippines	
<p>The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is a non-stock, non-profit organization that fosters collaboration between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and early recovery and in undertaking projects for rehabilitation, disaster risk reduction, and addressing the vulnerabilities of peoples and communities.</p> <p>A-PAD PH is part of a trans-national disaster aid alliance that works to facilitate cooperation and understanding between governments, private sector, and NGOs in the Asia Pacific Region.</p>	
Project Title:	
Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration	
Job Purpose:	
Under the direct supervision and guidance of the Project Manager, the Partnership Coordinator will lead the partnership and coordination with the A-PAD Partners in different regions. S/he will closely work with the Program Coordinator and Communications Coordinator in ensuring that the project objectives and outcomes are achieved in a timely manner.	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Develops partnerships with companies, hospitals, healthcare professionals, and other institutes to collaborate with A-PAD PH and facilitate the signing of a memorandum agreement for emergency response and disaster resilience 	

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- Ensure that all activities and target deliverables are in accordance with the project timeline and budget.
- Lead in coordination and maintenance of partnership with new and existing A-PAD PH partners
- Lead in coordination and consolidation of the volunteer program with A-PAD PH Human Resource Network including facilitation and organizing of activities and schedules
- Works closely with the Executive Director for the timely release of updates which include but are not limited to newsletters, minutes of meetings, activity reports, and other presentations
- Acts as the emergency focal person which includes but not limited to coordinating with partners during disasters, collate data, write situational report and small grant proposals, assist in planning of emergency response, and lead on the implementation of emergency activities or response.
- Provides support to the national office in administering national and international meetings and workshops
- Provides support in the writing of the final project report and other requirements;
- Leads the resource mobilization campaign during emergencies
- Increase the visibility of A-PAD Philippines
- Ensures an accurate documentation and filing systems of all A-PAD Philippines' activities (including contracts, memorandum of agreements, memorandum of understanding, monitoring and evaluation reports, and photographic evidence of outputs, among others)
- Marketing available training opportunities to partners and link to Training Coordinator for further information
- Provides timely and accurate report to the Project Manager

Qualification and Competencies

- Bachelor's degree in relevant fields.
- Minimum of 5 years of professional experience in a similar position.
- Experience and knowledge in disaster risk reduction and management /development work is desired
- Highly effective, creative, and can work with minimal supervision
- Excellent written and verbal communications skills
- Excellent networking and facilitation skills are a requirement
- Experienced in project management and handling of staff
- Great attention to detail
- Good interpersonal skill