



Job Title:	Assistant Coordinator for Luzon
Reports to:	Program Coordinator
Project Duration:	Sept 2021- Sept 2022
Duty Station:	Quezon City with travel in Bicol, Central Luzon and Ilocos
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 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> <p>A-PAD Ph is a multi-sectoral platform for collaboration and cooperation between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and disaster preparedness initiatives. It is a framework for sharing resources, transferring knowledge and increasing capacities to address the vulnerabilities of peoples and communities. It aims to facilitate mutual cooperation to generate increased efficiency and effectiveness in preparedness, emergency response and disaster risk reduction thereby building a disaster resilient nation.</p>	
Project Title:	
Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration	
Job Purpose:	
The Assistant Coordinator provides strong support to the the Regional Coordinator in strategically implementating the project in Bicol, Central Luzon and Ilocos. S/he will work in partnership with the A-PAD Regional Platform members to produce expected outputs and outcomes in the project sites.	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Provides support to the Regional Project Coordinator; • Manages the logistic needs and arrangements of meetings, conferences, trainings, and other project-related activities; 	

- Assists in arranging programs for incoming and outgoing official missions, and setting up appointments with project stakeholders
- Assists in coordinating and monitoring of project activities and budgets;
- Prepares supporting documents for payments of various activities in the implementation of the project;
- Conducts field missions when necessary;
- Provides support to consultants during field missions and other related duties;
- Assumes over-all responsibility in administrative matters, such as maintenance of project files
- Supports in preparing promotional materials, such as brochures and briefers, for dissemination;
- Coordinates with the Assistant Administrative Officer to support the administrative needs of the field site teams; and
- Performs such other duties as may be assigned by the Program Coordinator or Regional Project Coordinator

Skills and Competencies

- Preferably with a degree in Community Development, Social Sciences or equivalent experience
- Experience working with NGO is preferred
- Adequate skills in networking and facilitation.
- Has strong interpersonal skills
- Fluency in written and spoken English and Filipino
- Can work well in highly stressful situations, prioritizes deliverables and meet reasonable deadlines
- Keen attention to detail and an aptitude for problem-solving
- Able to work independently with little supervision
- Willing to travel to other regions