



Job Title:	Private Sector Coordinator
Reports to:	Project Manager
Project Duration:	Sept 2021- Sept 2022
Duty Station:	Quezon City with possible travels to regions
Type of Employment:	Project Based Employment
<b>About Asia Pacific Alliance for Disaster Management –Philippines</b>	
<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:	Under the direct supervision and guidance of the Project Manager, the Private Sector Coordinator will lead the partnership and coordination with the private sector. S/he will closely work with the Program Coordinator and Communications Coordinator in ensuring that the project objectives and outcomes are achieved in timely manner.
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>Develop partnership with companies, hospitals, healthcare professionals and other institutes to collaborate with A-PAD PH and facilitate signing of memorandum agreement for emergency response and disaster resilience</li> </ul>

- Ensure that all activities and target deliverables are in accordance with the project timeline and budget.
- Lead in coordinating with existing private sector partners A-PAD PH
- Lead in the design and conduct of BCP workshops as well as monitoring the progress of BCP plan and implementation of selected participants per region.
- Work closely with BCP Specialist on the design and conduct of BCP trainings
- Provides assistance to Regional Coordinators on the implementation of the project
- Provides support to the national office in administering national and international meetings and workshops
- Provides support in writing of final project report and other requirements;
- Lead the resource mobilization campaign during emergencies
- Increase 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);
- Provides timely and accurate report to the Project Director

#### Qualification and Competencies

- Bachelor's degree in relevant fields.
- Minimum of 5 years' 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 is a requirement
- Experienced in project management and handling of staff
- Great attention to detail
- Good interpersonal skill