



POSITION DESCRIPTION

Position Title: National Project Coordinator (NPC)	Reports To: Program Coordinator DPRR Unit Head DM Director
Department: Disaster Management Services	Supervises: Broken line with Chapter Project-Staff
Purpose Statement	
The position is responsible for the supervision, high-level coordination and overall monitoring and reporting of AmRC and Post-Haiyan Development Program.	
Key Result Area:	Duties and Responsibilities:
Program Management (30%)	<ul style="list-style-type: none"> • Coordinate and oversee preparation of the operational plans and budgets with the AmRC Post-Haiyan Development Program • Coordinate with various offices and oversee the implementation and effective monitoring and evaluation of the AmRC Post-Haiyan Development Program • Establish or develop guidelines and/or strategies for program implementation • Acts as advisor to project team regarding project implementation • Lead project proposal development and program enhancement in coordination with DMS and other relevant offices
Risk Management, Compliance and Finance Management (25%)	<ul style="list-style-type: none"> • Ensure overall compliance with PRC 's Agreements with AmRC and Post-Haiyan Development Program • Prepare and implement a risk management strategy for the Post-Haiyan Development Program • Oversee the preparation, review and presentation of required project budget and results reporting and documentation as outlined in the project agreement
Partnership Coordination (25%)	<ul style="list-style-type: none"> • Identify and coordinate opportunities for cooperation with PRC offices and partners in project planning and implementation • Convene or participate in meetings and prepare required documents as needed • Liaise support between PRC, AmRC and Post-Haiyan Development Program • Regularly coordinates / meets with AmRC Philippine delegation
PMER (20%)	<ul style="list-style-type: none"> • Monitor compliance of reports by project staff • Review and/or revise project reports submitted

	<ul style="list-style-type: none"> • Prepare overall AmRC and Post-Haiyan Development Program report • Participate in the evaluation of the results and impact of the program • Regularly coordinates / meets with AmRC Philippine MEL delegate
Qualifications/Minimum Education: <ul style="list-style-type: none"> • University degree in a relevant field or an equivalent combination of education and experience (i.e. relevant certification and extensive relevant experience) • Demonstrated Knowledge of national and regional strategies, global trends for disaster risk reduction, public health in emergency, capacity building initiatives and cross-cutting themes • Demonstrated experience on program management, team support and partnerships 	
Personal Qualities: <ul style="list-style-type: none"> • Excellent research/analysis abilities • High level of patience • Strong writing and presentation skills • Ability to multi-task • Excellent communication, interpersonal and networking skills • Ability to conduct training • Excellent computer skills • Fluency in English/ Tagalog and other regional language/s 	Work Experience & Skills: <ul style="list-style-type: none"> • 7 years' relevant experience in planning, management, budgeting and administration (required) • 3 years of experience in disaster risk management or organizational development (required) • Experience in coordination (required) • Experience in report writing and evaluation (required) • Experience in systems development and staff support (preferred) • Experience in the RCRC Movement (preferred) • Experience in Results Based Management
Equipment Used: Computer, scanner, printer, copier, telephone, data collection tools	Working Environment: Office based with extensive field visits
Key Contacts: PRC NHQ Internal Departments and Employees, PRC Chapters and Employees, AMRC Philippine Delegation, PNS technical staff, Government Officials and Communities	
Core Values: Fast, Flexible, Focused, Forward Looking and Friendly	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date