

## POSITION DESCRIPTION

<b>Name: (TBC)</b>	<b>Position Title : Research and Development (R&amp;D) Coordinator</b>
<b>Department: Disaster Management Services</b>	<b>Reports To: Disaster Preparedness and Risk Reduction (DPRR) Unit Head and Manager, Disaster Management Services</b>
<b>Direct Reports: (TBC)</b>	<b>Location: National Headquarters</b>
<b>Purpose Statement</b>	
Provide technical advice on the core area of disaster preparedness and disaster risk reduction, developing and updating capacity building strategies, guidelines, methodologies and Information, Education and Communication (IEC) materials through research, learning and knowledge sharing	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
<b>1. Innovation (25%)</b>	<ul style="list-style-type: none"> <li>Research, analyse and process relevant disaster preparedness and risk reduction data and trends to inform the guidelines, processes and activities of the Disaster Preparedness and Risk Reduction Program</li> <li>Identify and cultivate new opportunities for DP and DRR program portfolio growth and development through research or networking with internal and external stakeholders</li> </ul>
<b>2. Development and Update of Disaster Preparedness and Risk Reduction capacity building strategies, guidelines, methodologies and IEC materials (20%)</b>	<ul style="list-style-type: none"> <li>Outlines recommendations for improving DPRR strategies, guidelines, methodologies and IEC materials</li> <li>Develop context-specific capacity building strategies, guidelines, methodologies and IEC material messages relevant to the needs of end users</li> <li>In line with the program goals, develop communications and work plan for capacity building strategies, guidelines, methodologies and IEC activities at different timescales i.e. short, medium and long term</li> </ul>
<b>3. Quality Checks (10%)</b>	<ul style="list-style-type: none"> <li>Ensures that DPRR guidelines, processes, activities and materials conform to relevant and recognized international and/or national standards</li> <li>Ensures compliance of IEC materials to visibility policies of PRC and funding partners</li> <li>Arranges periodic processes and impact evaluation of IEC materials or strategies</li> <li>Conducts or facilitates the conduct of appropriate testing for new "products" e.g. IEC materials</li> </ul>
<b>4. Communication, Coordination and Teamwork (5%)</b>	<ul style="list-style-type: none"> <li>Timely shares relevant information with appropriate DMS personnel</li> <li>Efficiently and effectively works with other program coordinators to achieve timely results</li> <li>Liaise with communication office in public dissemination of DRR or DP advocacies or provide technical inputs in IEC strategies</li> </ul>

<b>5. Training Support (40%)</b>	<ul style="list-style-type: none"> <li>• Assess and analyse training participants' needs and capacities to develop appropriate or adjust training methodologies and maximize learning opportunities</li> <li>• Support the development or improvement of training materials</li> <li>• Facilitate the implementation of training/capacity building activities</li> <li>• Produce presentations as required for learning, fundraising and training purposes</li> <li>• Evaluate training effectiveness through periodic monitoring of training participants' progress on knowledge and skills application</li> <li>• Coordinate with technical staff from DMS, other services or external agencies for training facilitation or support</li> <li>• Ensure administrative and financial requirements are fulfilled for training implementation</li> <li>• Documentation of training results including challenges and best practices, and archiving of training materials</li> <li>• Explore alternative learning tools or platforms for efficient and flexible capacity building support to staff and volunteers</li> </ul>
<b>Qualifications/Minimum Education:</b> <ul style="list-style-type: none"> <li>• Undergraduate degree in communications, development studies, education or related field</li> <li>• Master's degree is an advantage</li> </ul>	
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>• Ability to make decisions in-line with organizational goals and values</li> <li>• Ability to manage multiple tasks</li> <li>• Collaborates with team members to achieve shared outcomes</li> <li>• Flexibility and a willingness to contribute outside standard office hours</li> <li>• Ability to travel on short notice by road, air or water</li> <li>• Willingness to keep abreast of developments in areas relevant to unit's programs' goals</li> </ul>	<b>Work Experience &amp; Skills:</b> <ul style="list-style-type: none"> <li>• At least 3 years' experience in training management and IEC development or improvement</li> <li>• Proficient use of software programmes - MS Office Suite and Adobe Suite (especially Acrobat, Illustrator or Photoshop)</li> <li>• Working experience with NGOs or international development organization is preferable</li> <li>• Solid experience in resource management (people, finances, assets, etc)</li> <li>• Excellent written and verbal communication skills</li> <li>• Public presentation skills</li> </ul>
<b>Equipment Used:</b> Computer/laptop, scanner, printer, photocopier, telephone, mobile phone, projector, camera and other office equipment	<b>Working Environment:</b> Office based, field work as required.
<b>Key Contacts:</b> DMS Manager, DPRR Unit Head, DMS technical staff (regular and project-based), technical staff from other services, PRC chapters (administrator and technical staff), RCRC Movement Partner delegates (with similar role) and relevant government or non-government agencies with R&D functions	

**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

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Print Name, Signature & Date

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Print Name, Signature & Date