



**Recruitment Reference:** HIPHIL/LIVE/BLF/2017/002

***Handicap International Federation** is an independent international aid organization working in situations of poverty, exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups in 60 countries, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.*

The project is a collaborative partnership between Plan International and funded by the Big Lottery Fund in the UK, with the goal of contributing to the medium-term to longer-term recovery of selected typhoon Haiyan affected areas with focus on strengthening resilience and supporting the development of sustainable livelihood among vulnerable people and promoting broad-based inclusive local economic development. It will be implemented in selected cities/municipalities of most affected areas in Panay by Handicap International Federation.

Handicap International Federation is currently seeking a:

## **Disaster Risk Reduction (DRR) Team Facilitator**

### **Global Objective of the Position:**

Under the direct line management of the DRR Team Leader, the DRR Team Facilitator will be primarily responsible for facilitating DRR community based activities/initiatives, ensuring smooth coordination with beneficiaries/community members, local government authorities and other stakeholders. S/he will be primarily responsible for providing technical support to the DRR team in the conduct of training, learning sessions, workshops, drill and in providing technical support to targeted household members/beneficiaries in the design of their asset protection and financial management plans.

### **Key Responsibilities:**

- Will report to the DRR Team Leader in all aspects of project development and implementation of DRR action areas;
- Support the DRR Team Leader and take on tasks individually and as part of the team;
- Provide guidance or technical support on inclusive community based DRR to local stakeholders and beneficiaries on the development of inclusive contingency plans and financial management plans;
- In charge of the trainings to barangay officials;
- Participate in the drills organized at barangays/municipal level;
- Support the DRR Team Leader in the development of DRR tools, IEC materials, modules, documentation, etc.;
- Prepare reports and project documentation in a timely manner;
- S/he will be in charge of liaising between local government authorities, community members, project staff and other project stakeholders;
- Build strong coordination among all DRR stakeholders.

### **Qualifications:**

- Degree in social science, community development, or related sciences or a similar subject or degree related to DRR;
- At least 3 years professional experience or extensive field experience in community based DRR, community development;
- Experience on local government strengthening, institutional strengthening, capacity building and development relating to DRR;
- Excellent writing, communication and analytical skills;
- Outstanding planning, organizing and coordinating skills;
- Advance computer skills in Word, Excel, etc.;
- Knowledge of the project management cycle;
- Experience in collecting information through assessments and evaluations;
- Analytic, organized, creative, motivated;
- Team player;
- Good knowledge of the decentralization process a in the Philippines;
- Willing to work in Roxas City (Panay) areas.

**Requirements:**

- A resume not longer than three (3) pages summarizing qualifications and experience with 3 work references with contact details
- An application/motivation letter is a must;
- Recruitment Reference (**HIPHIL/LIVE/BLF/2017/002**) should be specified in the subject line of your email application.

**Salary:**

In determining salary for this position, Handicap International Federation-Philippines Program applies its salary grading process, taking into consideration the job description and applicant's previous work experience and the organization's salary grid.

*Please send the stated requirements to [recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph) before **17 March 2017**. Kindly note that we will contact only the short-listed candidates. Application from women and persons with disabilities are strongly encouraged. Our recruitment policies and procedures ensure equal opportunities. To learn more about Handicap International, please visit our website at [www.handicapinternational.ph](http://www.handicapinternational.ph).*