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| **Job Title :**  **Technical Project Assistant – Disaster Risk Reduction and Open Street Map** | **Location :**  City of Bogo, Northern Cebu |
| **Period of Contract:**  3 months starting November 2015 | **Condition:**  Renewable upon activity and availability of fund |
| **Reports To :**  Team Leader FRC/PRC projects | **Supervises :**  10 Red Cross volunteers |

**POSITION PURPOSE** :

The Philippine Red Cross (PRC), supported by French Red Cross (FRC), is active in the Municipalities of Daanbantayan and Bogo, North Cebu, in supporting, at different level, communities affected by typhoon Yolanda.

To support its on-going activities PRC is recruiting a Technical Project Assistant Disaster Risk Reduction Information Officer to support the management of disaster risk reduction information, especially the development of the barangay data base on open street map (OSM)

**Tasks include but are not limited to:**

1. **Develop the Barangay Open Street Map information data base (GIS)**

* Lead the development of the Open Street map data base of the four targeted barangays
* Organize trainings and workshops to train the volunteers, LGU and partners on how to use OSM.
* Supervise the data collection on the field with Red Cross volunteers and LGU.
* Clean the field data and coordinate with the OSM community in Manila to fix problems

1. **Project Information management**

- Link open street map activity with other project activities (contingency plan, vulnerability and capacity assessment…)

- Develop and organize the disaster risk reduction informations of the targeted barangays and make it accessible (data, maps, reports, training lists, photos)

1. **Liaison**

* Liaise closely with the Open Street Map community
* Coordinate with the Local Disaster Risk Reduction and Management Office, and LGU
* Coordinate with the barangay officials, community volunteers and Red Cross 143

1. **Project Administration and Operation**

* Assist in managing expenditure of the DRR activities to ensure accountability and transparency
* Assist in compiling of all monitoring information on a regular basis and documentation of lessons learnt from the activity
* Report regularly to the Team Leader on general progress of his activities including learning, participation in project activities and other relevant matters
* Assist in identifying resources and documenting key lessons learned in the activities of the project
* Support occasionally the organization of the other disaster disk reduction activities related to the project

**Essential Skills & Qualifications:**

* A graduate of Sciences and Technology, Geography, Computer sciences, social sciences, development studies, Community Development or any other relevant field.
* Minimum 1 year working experience on GIS project and/or Open Street Map related.
* Trainings and/or experiences on disaster risk reduction activities is a plus
* Experience in the use of computers and office software packages (MS Word, Excel, etc)
* Ability to perform a variety of standard tasks related to project management, including screening and collecting of program/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
* Flexible, with ability to work and handle multiple tasks and meet strict deadlines
* Ability to provide continuous input on the organization’s processes, implementation of new systems etc
* Strong planning, organization and problem solving skills with ability to work hands-on, independently, and within a team
* Strong communication (written & spoken) and interpersonal skills

**Application and CV**

Applicants should send a 1-page cover letter that clearly states how they are qualified, and why they are interested in the post and their CV to: [drr.frc.philippines@gmail.com](mailto:drr.frc.philippines@gmail.com)

The CV should include two professional/supervisory referees with complete contact information. Please indicate “DRR TPA ” as the subject heading.

Deadline for receiving applications is 15 November, 2015.