



## NATURE'S SPRING FOUNDATION, INC.

**Position Title:** Disaster Risk Reduction (DRR) Program Officer

**Reports to:** Executive Director

**Location:** Mandaue City, Cebu

**Employment Type:** Full-time

### **Position Overview:**

The Disaster Risk Reduction (DRR) Program Officer serves as NSFI's lead for disaster preparedness, mitigation, response, and recovery programs. The role combines program development, management, and technical support — directly implementing NSFI's DRR program partnerships while managing grants and providing capacity-building assistance to partner organizations. The Officer ensures that all interventions align with national DRR policies, international humanitarian standards, and donor compliance requirements.

### **Key Responsibilities:**

#### **1. Disaster Preparedness and Emergency Response Programming (40%)**

- Lead the program strategy and planning process for the DRR program and inform overall NSFI 5-year strategy on an ongoing basis.
- Manage the partnership planning and implementation of NSFI's Disaster Emergency Water Supply (DEWS) project and other emergency relief initiatives.
- Coordinate the Community Adoption for Disaster Preparedness, Prevention, and Mitigation Program, supporting high-risk communities to develop and carry out their own DRR plans.
- Design resilience programs addressing vulnerabilities in informal settlements, water security, livelihoods, and climate adaptation.
- Coordinate with LGUs, DRRM Councils, and relevant stakeholders for joint response and recovery efforts.
- Build partnerships with government, humanitarian organizations, and community groups for coordinated action.
- Monitor and evaluate the effectiveness of DRR programs and document results at the community level.

#### **2. Grant Management and Partner Support (35%)**

- Manage and oversee grants for partner NGOs, CSOs, and local organizations implementing DRR and emergency response projects.

- Conduct due diligence and provide technical support in project design, budgeting, and reporting.
- Ensure partner compliance with NSFI policies, donor requirements, and financial management standards.
- Conduct regular field visits to monitor project implementation and provide mentoring and problem-solving support.
- Facilitate partner training on CBDRM, project management, monitoring and evaluation, and compliance.
- Support partners in setting up data collection tools, monitoring frameworks, and community engagement mechanisms.
- Consolidate and review partner reports, ensuring timely and quality submissions.
- Document and share good practices, lessons learned, and success stories from partner projects.

### **3. Documentation, Reporting, and Knowledge Management (10%)**

- Maintain comprehensive records of all DRR programs and partner activities, including community profiles and results data.
- Prepare timely and high-quality narrative and financial reports for internal management and donors.
- Develop templates, assessment tools, and community action plan formats for the Community Adoption Program.
- Produce case studies, success stories, and communications materials highlighting NSFI's DRR work.
- Maintain a knowledge repository of DRR tools, methodologies, and best practices.
- Track project expenditures and ensure proper budget utilization and documentation.

### **4. Policy Development and Advocacy (10%)**

- Contribute to the development and review of NSFI's DRR policies, frameworks, and strategies.
- Help refine guidelines for community adoption—including selection criteria, sustainability, and graduation benchmarks.
- Ensure program alignment with the Philippine DRRM Act of 2010 (RA 10121), the National DRRM Plan, and the Sendai Framework.
- Represent NSFI in DRR-related coordination meetings, learning events, and advocacy platforms.
- Support advocacy for inclusive DRRM that recognizes the role of vulnerable groups and community-led initiatives.
- Contribute to proposal development and donor engagement to sustain and expand DRR programs.

## **5. Other Tasks (5%)**

- Perform other duties as may be assigned by the Executive Director.

## **Qualifications:**

### **Education**

- Required: Bachelor's degree in Disaster Management, Environmental Science, Development Studies, Social Work, Public Administration, or related fields.
- Preferred: Master's degree or specialized training in DRR, humanitarian response, or community development.

### **Experience**

- At least 5 years of experience in DRR, emergency management, or humanitarian response.
- Demonstrated experience in CBDRM, community organizing, and partner or grant management.
- Familiarity with LGUs, local DRRM systems, and community-based organizations.
- Experience volunteering with disaster-related response organizations and/or socio-civic organizations like the Philippine Coast Guard Auxiliary (PCGA), Red Cross, and other volunteer-based organizations.
- Strong background in project cycle management, monitoring and evaluation, and participatory approaches.

### **Technical Skills**

- Sound knowledge of RA 10121, the National DRRM Plan, and international humanitarian standards (Sphere, CHS).
- Experience in community resilience frameworks, vulnerability assessment, and participatory planning.
- Strong skills in project budgeting, financial monitoring, and donor compliance.
- Proficiency in MS Office, data management, and preferably project management or GIS tools.
- Excellent facilitation, training, and report-writing skills.

## **Application Process:**

Interested applicants may send the following to **nsfijobs@gmail.com** with the subject line:

### **“Application – DRR Program Officer”**

1. Cover letter highlighting relevant experience and motivation
2. Updated CV with at least three professional references
3. Sample of written work (report, case study, or DRR-related project document)

Application Deadline: **Nov. 30, 2025**

Only shortlisted candidates will be contacted.

## **About NSFI**

Nature's Spring Foundation, Inc. (NSFI) is the social investment arm of Philippine Spring Water Resources, Inc., dedicated to improving the lives of Filipinos through programs in Education, Health, Environment, and Disaster Risk Reduction. Guided by compassion and service, NSFI promotes sustainable and resilient communities across the Philippines.

## **Office Address:**

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