

IT and Data Management Officer

Local Government Unit of La Trinidad , Philippines

Assignment title	IT and Data Management Officer		
Partner organisation	Local Government Unit of La Trinidad – Municipal Disaster Risk Reduction and Management Office		
Location	Philippines	Benguet	
Type of assignment	In-country Assignment		
Duration of assignment	12 months		
Assignment phases	Phase	Mode	Duration
	1	In-Country	12 months
Proposed start date	11 October 2026		
Website	https://ltdrrmo.ph		
Australian organisation:	No AO linked		

ABOUT THE PARTNER ORGANISATION

The Local Government Unit (LGU) of La Trinidad is the capital municipality of Benguet Province, Philippines, and is widely recognized as the Strawberry Capital of the Philippines and the Salad Bowl of the North. It operates across La Trinidad’s barangays through 18 municipal departments and offices, employing over 600 personnel in permanent, casual, job order, and government internship positions. One of these key offices is the Municipal Disaster Risk Reduction and Management Office (MDRRMO), which plays a vital role in safeguarding the municipality and its residents.

The LGU of La Trinidad aims to promote sustainable development, public safety, social justice, and economic prosperity while preserving culture and ensuring a balanced ecology. Through the MDRRMO, the municipality works closely with local communities, national government agencies, civil society organizations, and other stakeholders to strengthen disaster risk governance. Its programs integrate health, gender mainstreaming, climate change adaptation, and risk-informed planning.

Currently, the MDRRMO focuses on strengthening disaster prevention, preparedness, response, and recovery systems. Looking ahead, the office seeks to enhance institutional capacity, improve coordination mechanisms, and build a more resilient, adaptive, and disaster-ready La Trinidad.

ABOUT THE ASSIGNMENT

This assignment is important to the Municipal Disaster Risk Reduction and Management Office (MDRRMO) of La Trinidad as it supports the continued modernization of its disaster risk reduction, preparedness, response, and management education programs. The MDRRMO delivers a wide range of

educational activities, including workshops and certified trainings, reaching audiences from school children and community members to emergency responders and local officials. While the office has successfully digitalised its training content and launched an accessible website and mobile application, further technical development is needed to maximise the use of digital tools and ensure efficient, engaging, and scalable delivery of its programs.

A volunteer can support this assignment by providing specialised expertise in the use of digital platforms, educational technologies, and innovative tools to enhance online and hybrid learning delivery. This role cannot be filled locally due to limited access to advanced technical skills and experience in integrating digital systems specifically for disaster risk reduction education and public service delivery.

The MDRRMO of La Trinidad has strong institutional experience, established training programs, and wide community reach. A volunteer will gain valuable learning opportunities by working within a highly active local government unit, engaging with diverse stakeholders, and contributing to inclusive, community-based disaster education initiatives.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of the Local Government Unit of La Trinidad – Municipal Disaster Risk Reduction and Management Office to support the below objectives:

Assignment objectives	Proposed activities
<p>In-Country Phase Objective: Design, develop, and implement an online inventory, training management database, and Learning Management System (LMS), and strengthen staff capacity to manage these systems</p>	<ul style="list-style-type: none"> • Conduct an organisational capacity assessment, including a review of the existing MS Access operational inventory and skills maintenance database, to identify system gaps, user requirements, and sustainability considerations; provide recommendations to guide the design of an integrated online system. • Collaborate with MDRRMO staff to design and implement an online inventory and training management database that serves as a front-end for monitoring operational assets, staff skills, and qualifications, ensuring alignment with operational workflows and reporting needs. • Design, develop, and implement training content on the existing Moodle LMS using new and existing materials, including quizzes, pre- and post-tests, and evaluation tools

	<ul style="list-style-type: none"> • Conduct hands-on training and develop manuals of operations and process guides to build staff capacity in system management and maintenance.
<p>In-Country Phase Objective: Develop accessible climate change–related disaster risk reduction and management training and educational content</p>	<ul style="list-style-type: none"> • Review existing disaster risk reduction and climate change adaptation and mitigation materials to identify opportunities to improve accessibility, clarity, and relevance for diverse audiences, including schools, community members, and emergency services personnel. • Develop and adapt accessible, audience-appropriate training modules and digital learning resources within the Moodle LMS, integrating disaster risk reduction, climate change adaptation, and mitigation perspectives. • Monitor and evaluate learning outcomes through LMS analytics, participant feedback, and assessment results, and provide recommendations to continuously improve training effectiveness and reach.
<p>Inclusion objective and proposed activity</p>	
<p>The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).</p>	
<p>The volunteer will work alongside members of the Local Government Unit of La Trinidad – Municipal Disaster Risk Reduction and Management Office to:</p> <ul style="list-style-type: none"> • Ensure training materials, assessments, and platforms are accessible and appropriate for diverse users, including those with varying literacy levels, learning needs, and technological access 	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
<ul style="list-style-type: none"> Bachelors degree in Information Technology, Computer Science or related field 	<ul style="list-style-type: none"> Formal training or demonstrated competence in Learning Management Systems (LMS), particularly Moodle or similar platforms Relevant training or certification in database management, systems development, or digital learning platforms

Knowledge and experience

Essential	Desirable
<ul style="list-style-type: none"> Requires a person with web or software development experience including database design and development Comfortable working with free and open-source software Has exposure to mobile phone application development 	<ul style="list-style-type: none"> Knowledge and experience in disaster risk reduction and management practice Skills in communications and online marketing and/or online educational tools

Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Municipal DRRM Officer

Working relationships: The volunteer will work with MDRRMO staff and occasionally with local communities.

Hours and days of work:

In-country phase

Full time

Leave: All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance (*Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment*):

No, this assignment is not deemed to require professional indemnity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links:

<https://www.australianvolunteers.com/countries/philippines> and <https://www.dfat.gov.au/geo/philippines>

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances (*This may not apply for Remote-only assignments; consider discussing with AVP team*)
Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.