

JOB ANNOUNCEMENT

PROGRAM OFFICER

GENERAL RESPONSIBILITY:

Provide over-all assistance to the Advocacy Program Coordinator in project planning, implementation, monitoring and evaluation; and will take part in the development of monitoring and evaluation systems at the program and organizational level.

CHARACTERISTICS of the JOB:

- Develops and prepares program of activities, documentation and materials needed for facilitating training/ workshop, in consultation with the Advocacy Program Coordinator/ Senior Advocacy Officers/ Training Officers;
- Takes on documentation, administration and coordination work in relation to the Advocacy Program;
- Strategizes, plans and prepare budget for new advocacy activities and trainings;
- Develops/ enhances current system of maintaining Advocacy Program documents;
- Ensures utilization/ implementation of approved monitoring and evaluation system, together with the Program Coordinators;
- As part of the monitoring and evaluation function, prepares consolidated progress reports for the Advocacy Program in a timely manner, in accordance with the approved reporting formats; as well as assists in the preparation of other report/s for the Management;
- Performs other tasks and functions related to the Advocacy Program as instructed by the Executive Director and/or Program Coordinator.

QUALIFICATION REQUIREMENTS:

- Degree in social sciences, development studies, communications, community development or related studies
- Has at least 2-3 years of experience in an NGO setting and has relevant experience in planning processes, performance management, monitoring and evaluation.
- New graduates are welcome to apply, and will be considered based on competencies.

COMPETENCIES:

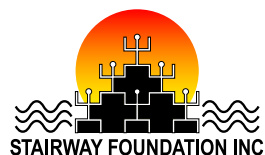
- Has passion and commitment to development and child rights
- Excellent communication skills in spoken and written English and Filipino
- Excellent report writing skills
- Has computer skills
- Excellent people skills and organizational skills
- Is self-motivated, responsible, honest, trustworthy, and a team-player
- Ability to work independently and deliver outputs with minimum supervision
- Databa (non-MS excel) creation and/or management an advantage
- Willingness and ability to travel to Puerto Galera, Oriental Mindoro

WORK STATION LOCATION:

Manila, Philippines

APPLICATION:

You may send your letter of intent and resume through:
admin@stairwayfoundation.org and address the letter to:
Mr. Lars C. Jorgensen, Executive Director
Deadline for sending the application is on : July 31, 2018



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
contact: +63 917 8031922, admin@stairwayfoundation.org

