



JOB ANNOUNCEMENT

PROJECT ASSISTANT (Project-Based)

PROJECT DURATION:

6 months (with the possibility of extension)

GENERAL RESPONSIBILITY:

Provides overall support to the BTSNN Coordinator in the implementation of the following projects:

1. British Embassy Grant - ZOTO Break the Silence Campaign
2. DANIDA Grant - Strengthening the Break the Silence National Network

SPECIFIC TASKS:

1. Assist the Project In-Charge in the following:
 - a. Logistical requirements of each activity
 - b. File keeping
 - c. Tracking expenses of each activity
 - d. Coordination with SFI Bookkeeper to facilitate release and liquidation of funds
 - e. Meeting with LGU and other partners, including taking of minutes
 - f. Communications
 - g. Periodic reporting to the British Embassy and DANIDA
2. Others
 - a. Coordination with members on the requirements for the BTSNN database
 - b. Preparation of updates and reports as required by the BTSNN Board

QUALIFICATION REQUIREMENTS:

- Outstanding writing skills in English and Filipino
- Knowledgeable in Photoshop, CorelDraw, or INDesign
- Knowledgeable in EXCEL and MS Powerpoint
- At least college level in any social science curriculum

COMPETENCIES:

- Has passion and commitment to development and child rights
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player
- Is open for constructive criticism, is flexible and can adapt to change

WORK STATION LOCATION FIELD:

Manila Office

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 : October 31, 2018



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