

JOB ANNOUNCEMENT

Training Officer

GENERAL RESPONSIBILITY:

Primarily responsible for conducting child protection trainings to partners and other target participants. The position will require excellent facilitation skills, organizational skills, and the willingness to travel. She has the confidence to work with a variety of people from different partner organizations.

CHARACTERISTICS of the JOB:

- Identifies, networks and creates partnerships with government and non-government institutions for the promotion of children's rights and the prevention of child sexual abuse
- Develops and prepares program of activities, documentation, and materials needed for facilitating trainings/workshops, in consultation with the ACP Coordinator and/or Program Officer
- Participates in the review of current modules and development of new training programs that are also based on assessed needs of partner organizations
- Facilitates and/or conducts workshops to partner organizations
- Assists in strengthening existing networks catering to the protection of children, thru the provision of technical assistance
- Evaluates the effectiveness of trainings conducted to partner organizations
- Prepares reports regarding completed activities
- Assists in documentation, administration and coordination work
- Strategizes, plans, and prepares budgets for new advocacy activities and trainings
- Observes all organizational policies and procedures and abide by our Child Protection Policy at all times
- Fulfills any other duties deemed necessary as assigned by the Advocacy Program Coordinator and/or Executive Director

QUALIFICATION REQUIREMENTS:

- A graduate of Social Sciences, preferably Social Work, Community Development, Political Science, Sociology, Psychology, Development Studies/Communication.
- Has at least 2 years of experience in social development work in a child-focused NGO setting.
- Able to supervise oneself and deliver outputs without direct supervision.

COMPETENCIES:

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

Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

Salary and benefits will depend on the successful candidate's qualifications and, range and depth of experience.

APPLICATION:

You may send your letter of intent and resume with references of your works through: **admin@stairway.ngo**

and address the letter to: Mr. Lars C. Jorgensen, Executive Director

Deadline for sending the application is on: July 15, 2019.



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
contact: +63 917 8431922, admin@stairway.ngo

