

JOB ANNOUNCEMENT

Community Assistance Officer

GENERAL RESPONSIBILITY

Responsible for overall project planning, implementation, monitoring and evaluation; and will lead in the development/enhancement of monitoring and evaluation systems at the program and organizational level to make Puerto Galera a child friendly municipality.

CHARACTERISTICS of the JOB:

- The Project Officer will see to it that programs are on track, corresponding schedules are adhered to, and that donor requirements are met and submitted on time.
- Liaise and facilitate cooperation between SFI and partners outside the organization
- Ensure efficient and prompt communication with partners
- Conduct capacity building activities to target groups
- Evaluate the effectiveness of capacity buildings provided to partner organizations
- As part of the monitoring and evaluation function, participate in the preparation of consolidated progress reports for the Advocacy and Capacity Building Program and Community Assistance 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;
- Supervise project assistant
- Observe all organizational policies and procedures and abide by our Child Protection Policy at all times
- Perform other tasks and functions related to the Advocacy and Capacity-Building Program and Community Assistance Program instructed by the Executive Director, the Advocacy and Capacity Building Program Manager and/or the Community Assistance Program Coordinator.

VALUED QUALIFICATIONS

- 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, program management, monitoring and evaluation

COMPETENCIES:

- Leadership ability
- Analytical Skills
- Decision-making ability
- High sense of responsibility
- Excellent communication skills in spoken and written English and Filipino
- Excellent report writing skills
- Good computer skills
- Excellent people skills and organizational skills
- 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

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 experience.

APPLICATION:

You may send your letter of intent and updated resume through: admin@stairway.ngo and address the letter to: Mr. Lars C.Jorgensen, Executive Director
Applications will be processed as they come in.

Deadline for submission of application is on December 31, 2019.



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

