



JOB ANNOUNCEMENT

Operations Support Officer

Place of Assignment

SFI NCR Office, Tayuman, Sta. Cruz, Manila

Start Date

February 8, 2021

About the Position

The Operations Support Officer reports to the Operations Manager/ OIC- SFI NCR Office and is responsible for the overall development of the Database of the Advocacy and Capacity Building Program activities. He/ She will also take part in the development/ enhancement of monitoring and evaluation systems at the program and organizational level.

What We Look For

- A graduate of Development Studies, Social Science, Communication, IT, Computer Science, Data Science.
- Has experience in database management system, design and or analysis.
- Experience in an NGO environment is an advantage.
- Able to supervise oneself and deliver outputs without direct supervision.

Application

Send your letter of intent and updated resume.

Applications will be processed as they come in.

Deadline is on January 31, 2021



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