



JOB ANNOUNCEMENT

Operations Support Officer

General Responsibility:

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.

Job Functions:

- Review, develop and set up systems for data collection for the ACP and for SFI including the necessary tools.
- Conduct testing and implementation of database management system.
- Prepare and submit data collection report.
- Provide recommendations based on data analysis including timely and accurate feedback.
- Participate in organization and program planning.
- Work closely with the Advocacy Program Coordinator and with the ACP Team.

Others:

- Observe all organizational policies and procedures and abide by our Child Protection Policies at all times.
- Fulfill any other duties deemed necessary as assigned by the Advocacy Program Coordinator and/ or the Management Team.

What We Look For

- A graduate of Development Studies, Social Science, Communication, IT and Computer 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.



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