

JOB ANNOUNCEMENT

Project Officer

GENERAL RESPONSIBILITY

Provides over-all assistance to the Program and Operations Manager in project planning, implementation, monitoring and evaluations; as well as in network development with other child protection actors.

CHARACTERISTICS of the JOB:

- Develops and prepares program of activities, documentation and materials needed for facilitating training/workshop, in consultation with the team;
- Takes on documentation, administration and coordination work in relation to program/ project implementation;
- Strategizes, plans and prepares budget for activities and trainings;
- Develops/ enhances current system of maintaining program documents;
- Ensures utilization/implementation of approved monitoring and evaluation system, together with the program team;
- Prepares program/ project reports 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;
- Represents the organization in inter-agency meetings;
- Performs other related tasks and functions as instructed by the Executive Director and/or the Program and Operations Manager.

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, project management, monitoring and evaluation.
- New graduates are welcome to apply, and will be considered based on competencies.

COMPETENCIES:

- Has passion and commitment to development and child rights
- Excellent communication skills in spoken and written English and Filipino
- Excellent writing skills
- Has computer skills
- Excellent people skills and organizational skills
- Is self-motivated, responsible, honest, trustworthy, and a team-player
- Ability to work independently and deliver outputs with minimum supervision
- Database (non-MS Excel) creation and/or management an advantage
- Willingness and ability to travel to Puerto Galera, Oriental Mindoro

WORK STATION LOCATION:

Manila, Philippines

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

Deadline for sending the application is on: March 26, 2021



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

