

STAIRWAY FOUNDATION IS HIRING WITH IMMEDIATE EFFECT.

Philippines Project Coordinator for the Global Program on “Stopping Cybercrime against Children: More Safety and Protection on the Internet”

Stairway Foundation is a non-profit organization that aims to provide a safe environment for children worldwide where their rights are equally respected. Through innovation, creative excellence and professional networking, Stairway is committed to continuously learn from our local operations and manifest our gains as a resource to inspire and educate partners in the region and the world to protect and promote children’s rights.

Stairway is currently looking for a **Project Coordinator** to join our Global Program team. The Global Program focuses on protecting children online, which is an avenue of child protection that Stairway has specialized in over more than a decade through research, studies, training, and development of innovative tools. It is also a consortium project, in which we work with two (2) NGOs from Indonesia and Nepal, respectively, as co-implementers.

GENERAL RESPONSIBILITY

Responsible for the overall project coordination among team members and project partners; and leads in project planning, implementation, monitoring, and reporting for the Global Program, stated above.

CHARACTERISTICS of the JOB:

- Plans, organizes, coordinates all project activities
- Develops project monitoring tools and systems
- Collects and consolidates data that are relevant to the project
- Prepares project reports and other documentation relevant to the project
- Mobilizes resources for the achievement of project goals
- Develops, consolidates and expands partnerships with other relevant groups
- Develops and implements advocacy campaigns and other activities
- Represents the project/organization in inter-agency meetings/conferences
- Fulfills any other duties deemed necessary for the project and the organization

MINIMUM QUALIFICATIONS REQUIRED:

- Degree in social sciences, development studies, communications, community development, or related studies
- Has at least 2-3 years of experience in NGO setting preferably child protection and legislative advocacy work; has relevant experience in project development, management, implementation, planning, monitoring and evaluation processes



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
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Philippines Project Coordinator

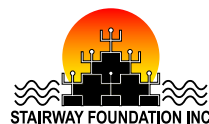
for the Global Program on "Stopping Cybercrime against Children:
More Safety and Protection on the Internet"

COMPETENCIES:

- Leadership ability
- Analytical skills and decision-making ability
- High sense of responsibility
- Excellent communication skills in spoken and written English and Filipino
- Excellent report writing skills
- Has computer skills
- Excellent people skills and organizational skills
- Has passion and commitment to development and child rights
- Self-motivated, responsible, honest, trustworthy, creative, 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.

Interested candidates must be willing to start immediately.



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