

# JOB ANNOUNCEMENT

## Project Officer

### GENERAL RESPONSIBILITY

Provides comprehensive support in project monitoring, evaluation, accountability, and learning of the Global Program on “Stopping Cybercrime against Children: More Safety and Protection on the Internet”. He/She will ensure that the project's activities are effectively monitored, evaluated, and documented to enhance its overall impact and accountability to stakeholders.

### CHARACTERISTICS of the JOB:

- Provides support to the Project Coordinator in the development and preparation of program activities, documentation and materials needed for facilitating trainings/workshops and other project activities
- Manages and maintains a comprehensive monitoring and evaluation framework for the project with clear indicators, data collection methods, and reporting mechanisms
- Prepares project reports to effectively communicate results to both internal and external stakeholders
- Collaborates closely with program coordinator and partner organizations to ensure effective monitoring and evaluation of project activities
- Facilitates learning within the project team and partners by organizing regular review meetings, lessons-learned sessions, and knowledge-sharing activities
- Performs other tasks and functions as assigned by the SFI NCR Programs and Operations Manager/OIC and/or the Executive Director.
- Observes all organizational policies and procedures and always abide by our Child Protection Policy.

### QUALIFICATIONS REQUIRED:

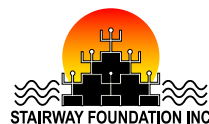
- A graduate of Social Sciences, preferably Social Work, Community Development, Political Science, Sociology, Psychology, Development Studies/ Communication
- Has at least 2 years of experience in social development work in a child-focused NGO setting
- Strong knowledge of MEAL methodologies, tools, and best practices
- Proficient in data collection and analysis software
- Excellent communication and report-writing skills
- Able to supervise oneself and deliver outputs without direct supervision

### COMPETENCIES:

- Has passion and commitment to development and child rights
- Excellent people skills and organizational skills
- 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.

**Deadline for sending the application is on: Nov. 3, 2023**



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