

# JOB ANNOUNCEMENT

## ADVOCACY AND TRAINING OFFICER

### GENERAL RESPONSIBILITY

Primarily responsible for conducting child protection trainings to partners and other target participants. The position will require excellent facilitation skills, organizational skills, confidence to work with a variety of people from different partner organizations and willingness to travel.

### SPECIFIC TASKS AND RESPONSIBILITIES:

- Develops and prepares program of activities, documentation, and materials needed for facilitating trainings/ workshops, in consultation with the Child Protection Specialist;
- Collaborate with the SFI NCR Team in providing support to SFI NCR program/project activities;
- Participates in the review of current modules and development of new training program and training manuals that are also based on assessed needs of partner organizations;
- Develops and prepares a program of activities, documentation, and materials needed for facilitating trainings/workshops, in consultation with the team;
- Facilitates and/or conducts national and/or international workshops to partner organizations;
- Assists in strengthening existing networks catering to the protection of children, through the provision of technical assistance;
- Coordinates and/or participates in assessment processes of training programs/activities;
- Provides monitoring and technical support in the conduct of e-learning courses, including generation of data;
- Prepares reports regarding completed activities and other related program documentation;
- Represents Stairway in inter-agency council and/or partnership meetings;
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times;
- Fulfills any other duties deemed necessary as assigned by the Program and Operations Manager/OIC-NCR Officer, and/or the Executive Director.



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

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### QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- 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.
- Is 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
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player
- Is open for constructive criticisms, is flexible and can adapt to change
- Is open to conducting multiple day, stay-in trainings as the need arises.

Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

Salary and benefits will depend on the successful candidate's qualifications.

### APPLICATION:

You may send your letter of intent and updated resume through: [admin@stairway.ngo](mailto:admin@stairway.ngo) and address the letter to:  
Mr. Lars C. Jorgensen, Executive Director

Deadline for sending the application is on: November 27, 2023



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