

JOB ANNOUNCEMENT

Cybersafe Schools Project Admin and Support Staff

GENERAL RESPONSIBILITY

Provides general administrative and finance support function to the CyberSafe Schools Project and Manila Office.

CHARACTERISTICS of the JOB:

Manages the revolving fund for CyberSafe Schools Project

- Prepares liquidation report of petty cash and requests for replenishment for the Cybersafe Schools Project
- Prepares and submits cash advance/payment requests and liquidation reports aside from petty cash, as approved by the Cybersafe Schools Project Coordinator or Manila OIC
- Prepares and issues Checks for the CyberSafe Schools Project
- Ensures timely deposits of return funds and other cash in relation to the Cybersafe Schools Project
- Provides secretarial and administrative support to the CyberSafe Schools Project Coordinator
- Facilitates Logistical requirements of each CyberSafe Schools activity e.g. flight booking, hotel reservation, etc.
- Coordinates with Mindoro Office on concerns relevant to finance and admin, in consultation with the Project Coordinator and Program Manager.
- Provides assistance in filing of finance and admin records, as well as the office calendar
- Acts as property custodian for CyberSafe Schools Project and maintains an updated property inventory
- Ensures that basic office supplies are always available in coordination with the Finance and Admin Staff
- Other tasks and projects as delegated by Project Coordinator and Program Manager.

VALUED QUALIFICATIONS

- Good writing skills in English and Filipino
- Knowledgeable in EXCEL and MS Powerpoint
- At least college level in any social science curriculum or office management

COMPETENCIES:

- Is detail oriented and organized
- Is self-motivated, responsible, honest, trustworthy and a team-player
- Has good interpersonal and communication skills
- Can prioritize tasks and time
- Is motivated for quality and system improvements

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 and experience.

APPLICATION:

You may send your letter of intent and updated resume through: admin@stairway.ngo and put grace@stairway.ngo in CC and address the letter to: Ms. Mary Grace S. Esteban, Advocacy and Capacity Building Program Manager

Deadline for sending the application is on: November 4, 2019.



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