

# JOB ANNOUNCEMENT

## CyberSafe Schools Project National Coordinator

### GENERAL RESPONSIBILITY

Responsible for the overall coordination among 4 consortium members and leads the project in planning, implementation, coordination, management, monitoring, and reporting of CyberSafe Schools activities.

### CHARACTERISTICS of the JOB:

- Plans and organizes activities relevant to the project's goals, in consultation and/or in partnership with the consortium members
- Takes lead in the development and implementation of the over-all documentation system of the project
- Monitors project implementation in all levels
- Develops strategic partnerships with other relevant groups
- Represents SFI and/or the project in relevant inter-agency meetings/gatherings
- Participates in assessment, planning and other activities of SFI's Advocacy and Capacity-building Program
- Performs any other duties deemed necessary

### 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, program management, monitoring and evaluation

### COMPETENCIES:

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

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](mailto:admin@stairway.ngo) and put [grace@stairway.ngo](mailto: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.**



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera  
contact: +63 917 8431922, [admin@stairway.ngo](mailto:admin@stairway.ngo)

