

# JOB ANNOUNCEMENT

## Project Officer

### GENERAL RESPONSIBILITY

Provides over-all assistance to the CyberSafe Schools Project National Coordinator  
In project planning, implementation, monitoring and evaluation.

### CHARACTERISTICS of the JOB:

- Develops and prepares program, documentation and materials in the implementation of project activities, in consultation with the CyberSafe Schools Project National Coordinator/Senior Advocacy Officers/Training Officers;
- Takes on documentation, administration and coordination work in relation to the CyberSafe Schools Project, and in the general operations of SFI's Advocacy and Capacity-building Program;
- Prepares/assists in the preparation of reports regarding completed activities in the CyberSafe Schools Project and in Stairway's Advocacy and Capacity-building Program;
- Strategizes and plans CyberSafe Schools Project activities and trainings to include budget preparation, processing of budget release and reporting;
- Develops/enhances current system of maintaining CyberSafe Schools and SFI Advocacy Program documents;
- Manages and maintains project documents, and assists in the enhancement of the over-all documentation system of Stairway's Advocacy and Capacity-building Program;
- Ensures utilization/implementation of approved project monitoring and evaluation system, together with the National Coordinator;
- As part of the monitoring and evaluation function, participates in the preparation of consolidated progress reports for the Advocacy and Capacity Building Program in a timely manner, in accordance with the approved reporting formats; as well as assists in the preparation of other report/s for the Management;
- Observes all organizational policies and procedures;
- Performs other tasks and functions related to the Advocacy and Capacity-Building Program as instructed by the Executive Director, Advocacy and Capacity Building Program Manager and or the Project Coordinator.

### VALUED QUALIFICATIONS

- Degree in social sciences, development studies, communications, community development, or related studies
- 2-3 years of experience in an NGO setting and has relevant experience in planning processes, performance management, monitoring and evaluation
- New graduates are welcome to apply, and will be considered based on competencies

### COMPETENCIES:

- 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** 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: January 31, 2020**



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

