

JOB ANNOUNCEMENT

Philippines Project Officer

for the Global Program on "Stopping Cybercrime against Children:
More Safety and Protection on the Internet"

GENERAL RESPONSIBILITY

Provides over-all assistance to the Philippines Project Coordinator (PPC) in project planning, implementation, monitoring and evaluation; will take part in the development/enhancement of monitoring and documentation systems.

CHARACTERISTICS of the JOB:

- Takes on coordination and technical work in relation to the project
- Has involvement in planning, organizing and coordinating all project activities
- Prepares or assists in preparation of project reports and other relevant documentation
- Manages and maintains projects documents
- Develops, consolidates and expands partnerships with other relevant groups
- Develops and implements advocacy campaigns and other activities
- Represents the project/organization in inter-agency meetings/conferences
- Fulfills any other duties deemed necessary for the project and the organization

MINIMUM QUALIFICATIONS REQUIRED:

- Degree in social sciences, development studies, communications, community development, or related studies
- Has at least 2-3 years of experience in NGO setting preferably child protection and legislative advocacy work; has relevant experience in project development, management, implementation, planning, monitoring and evaluation processes

COMPETENCIES:

- Leadership ability
- Analytical skills and decision-making ability
- High sense of responsibility
- Excellent communication skills in spoken and written English and Filipino
- Excellent report writing skills
- Has computer skills
- Excellent people skills and organizational skills
- Has passion and commitment to development and child rights
- 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.

Interested candidates must be willing to start immediately.

Salary and benefits will depend on the successful candidate's qualifications and, range and depth of experience.

APPLICATION:

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

Deadline for sending the application is on: October 15, 2021



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

