

# FOR URGENT HIRING

## Communications and Admin Officer

### GENERAL RESPONSIBILITY

Responsible for internal and external communications, and provides support in administration, human resource management, and takes on other tasks as requested by the Executive Director and Head of SFI NCR Office.

### CHARACTERISTICS of the JOB:

Supports the overall operations of the organization specifically in the areas of administration, human resource management, and communications.

### COMMUNICATIONS:

- Responsible for internal and external communications, including timely submission of high-quality reports to partners.
- Responsible for the documentation and processing of application for registration, licensing and accreditation of the organization and its programs with relevant agencies such as the DSWD.
- Updating of the organization's Manual of Operations and Handbooks.
- Guides and assists program coordinators on monitoring and evaluation, documentation and processes.
- Prepares letters and proposals as instructed by the Executive Director.
- Represents the organization in network meetings when required.
- Participates in staff meetings when required.
- Actively promotes a positive and professional profile of the organization, ensuring the good reputation of the Foundation.

### HR SUPPORT:

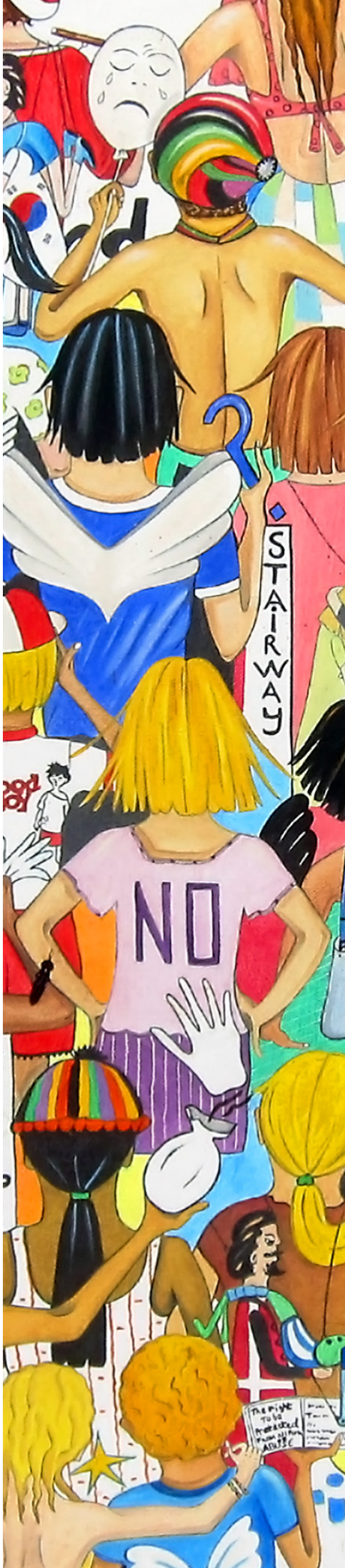
- Supports all program and project coordinators and the admin department in matters concerning human resource.
- Assists in managing processes for the employment life cycle of colleagues as instructed by Head of SFI NCR Office or Executive Director.
- Assists in updating the employee master list and employee 201 files as instructed by Head of SFI NCR Office or Executive Director.
- Assists in identification and updating of Performance Management Tools.
- Assists in overseeing the employee benefits program.

### OPERATIONS:

- Provides operational support to the Executive Director.



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



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### MINIMUM QUALIFICATIONS REQUIRED:

- Graduate of 4-year Bachelor's degree in Management, Psychology, Communication, Social Work or related field of study.
- A post graduate degree in a related field of study is a plus
- Must have supervisory experience
- Must have excellent skills in oral and written communication in both Filipino and English
- NGO and child protection experience is a plus
- Must be able to supervise oneself and deliver outputs without direct supervision
- Must be willing to learn on the job, acquire new skills and competencies
- Must be flexible and appreciate new challenges

### COMPETENCIES:

- Is detail oriented and organized
- Is self-motivated, responsible, honest, trustworthy and a team-player
- Has excellent interpersonal and management 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.

**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](mailto:admin@stairway.ngo) and address the letter to: Mr. Lars C. Jorgensen, Executive Director

**Deadline for sending the application is on: June 20, 2022.**



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