

# FOR URGENT HIRING

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

### GENERAL RESPONSIBILITY

Responsible for the overall project coordination among team members and project partners; and leads in project planning, implementation, monitoring, and reporting for the Global Program, stated above.

### CHARACTERISTICS of the JOB:

- Plans, organizes, coordinates all project activities
- Develops project monitoring tools and systems
- Collects and consolidates data that are relevant to the project
- Prepares project reports and other documentation relevant to the project
- Mobilizes resources for the achievement of project goals
- 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: June 20, 2022**



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

