

JOB ANNOUNCEMENT

PROJECT ASSISTANT

GENERAL RESPONSIBILITY

The project assistant is responsible in providing overall support to the project officer to ensure cost and schedule compliance in the conduct of activities, and document control.

Community organizing and mapping are the primary competencies needed for the position. We are looking for someone with confidence in working with diverse groups of people from the local government unit, communities, and other stakeholders.

CHARACTERISTICS of the JOB:

The project assistant will support the Project Officer in strengthening child protection systems in Puerto Galera in the areas of implementation, project ideation, and documentation. She/he will be specifically tasked to:

- Assist the project officer in all phases and aspects of the project.
- Help in strengthening existing networks catering to the protection of children, thru the provision of technical assistance.
- Communicate with partners regarding the meeting/capacity building schedules.
- Ensure that tools/materials/supplies are in place prior to the beginning of a meeting/capacity building activities.
- Document meetings, activities, and trainings and ensure submission of necessary documents.
- Assist the project officer in the development of the overall project schedule.
- Work with the project officer and relevant partners in the development of a special project for children with disabilities, which involves project ideation, mapping, and consultation with stakeholders.

OTHERS:

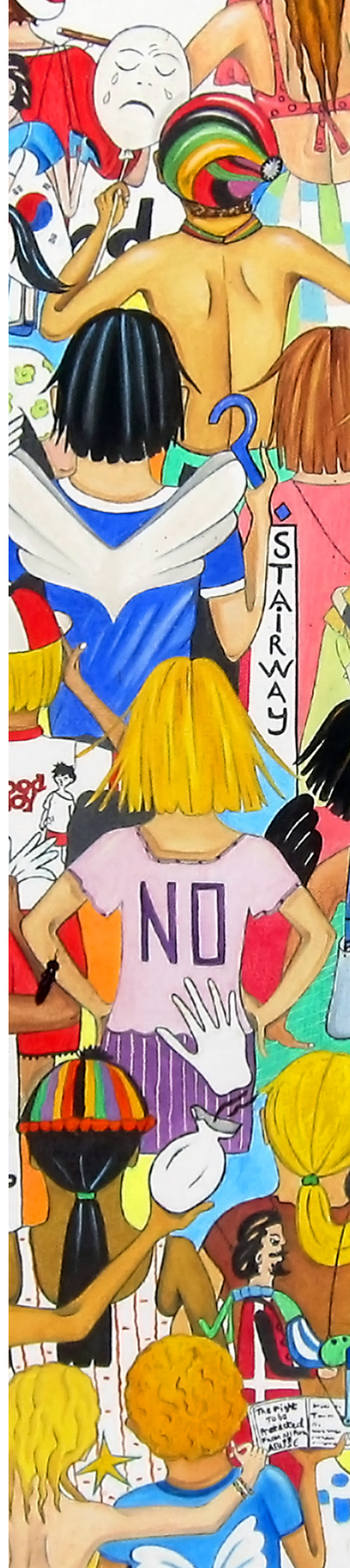
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times.

MINIMUM QUALIFICATIONS REQUIRED:

- Graduate of 4-year bachelor's degree in Social Work, Education/Special Education, Community Development, Sociology, Psychology, or related field of study.
- Background in community development and child protection is a plus.
- Has experience in project development and implementation.



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



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- 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
- Must be computer literate

COMPETENCIES:

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

Salary and benefits will depend on the successful candidate's qualifications.

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: December 8, 2022



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