

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: March 23, 2023



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

