



# JOB ANNOUNCEMENT

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## Project Officer – Local Child Protection

### GENERAL RESPONSIBILITY

Responsible for overall project planning, implementation, monitoring, and evaluation: and will lead in the development/enhancement of monitoring and evaluation systems at the program and organizational level to strengthen child protection system in Puerto Galera.

The project is a 5-year partnership with the Local Government Unit and the Department of Education of Puerto Galera, which started in January 2022 and is expected to end in December 2024.

### CHARACTERISTICS of the JOB:

- The project officer is responsible for overall project planning, implementation, monitoring and evaluation of the project focused on strengthening child protection system of the target municipality.
- Coordinate and foster collaboration among the organization, its partners and relevant stakeholders in the field of child protection
- Conduct capacity-building activities for key stakeholders such as government partners, educators, parents, sectoral groups, children and youth focused on response and prevention of child protection issues, particularly child sexual abuse and exploitation.
- Evaluate the effectiveness of capacity buildings provided to partner organizations
- Lead the writing of reports and ensure their timely submission to donors and partners
- As part of the monitoring and evaluation function, participate in the preparation of consolidated progress reports for the Advocacy and Capacity Building Program and Community Assistance Program in a timely manner, in accordance with the approved reporting formats, as well as assists in the preparation of other report/s for the Management;
- Supervise project assistant;
- Observe all organizational policies and procedures and abide by our Child Protection Policy at all times;
- Perform other tasks and functions related to the Advocacy and Capacity-Building Program and Community Assistance Program instructed by the Executive Director, the Advocacy and Capacity Building Program Manager and/or the Community Assistance Program Coordinator.



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### VALUED QUALIFICATIONS

- Degree in social sciences, development studies, communications, community development, or related studies
- Has at least 2-3 years of experience in an NGO setting implementing program's related to children's right and/or child protection and proficient in program management.

### COMPETENCIES:

- Excellent organizational and technical abilities.
- Good interpersonal and multi-tasking skills
- Excellent facilitation skills
- Excellent communication skills in spoken and written English and Filipino
- Excellent report writing skills
- Has passion and commitment to child rights
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player
- Is open for constructive criticism, is flexible and can adapt to change

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 and 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

Applications will be processed as they come in.

**Deadline for submission of application is on May 26, 2023.**



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera

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