

**THE ASIA FOUNDATION PHILIPPINES**  
**Position Description**

**TITLE:** Asst. Program Officer PeaceConnect

**UNIT:** Peace and Stability

**REPORTS TO:** Program Manager

**SUPERVISES:** N/A

**SUMMARY OF JOB RESPONSIBILITIES**

Supports the “Restoring Mutual Trust in Mindanao through People to People Engagement” also known as Project PeaceConnect.

Works with the Program Manager to deliver target results and consults with finance and administration staff on all logistical, administrative and financial aspects of project activities.

**Internal**

High level interaction with the Project PeaceConnect Program Manager, PeaceConnect team members and the Peace and Stability unit as well as with the Finance, Administration and Grants Units of the Foundation.

Serve as the in-house technical point person for PeaceConnect activities on radio broadcast, social media and national communication campaigns.

**External**

Regular contact with PeaceConnect projects partners and grantees for projects oversight, monitoring, activity tracking and reporting purposes in the area of radio broadcast, social media and national communication campaigns..

Interaction with government, non-government organizations and private individuals working on interfaith dialogue and peacebuilding in Mindanao.

**REQUIREMENTS**

**Experience:** Minimum of two (2) years professional experience, preferably with development organizations in the area of communications campaign.

**Education:** Must have completed a Bachelor's degree in any communications course such as Mass Communications, Development Communication, Communication Arts, Information Technology, Advertising and the like.

**Other:**

- Excellent verbal and written communication skills in English.
- Excellent knowledge and experience on radio broadcast programming / production and social media campaigns.
- Advantage but not necessary if applicant can speak any of the local language.
- Strong time management skills and professional organizational abilities
- Able to work in a dynamic environment with regularly shifting priorities
- Strong attention to detail and ability to multi-task
- Ability to self-manage, independently prioritize tasks, and confidently develop plans of action with minimal direction
- Computer proficient in word processing, spreadsheets and database management
- Knowledge of USAID or other international donor agency requirements and regulations an advantage
- Knowledge and skills in the conduct of project evaluation and action research.
- Willing to travel in Lanao del Sur, Lanao del Norte, Maguindanao, Sultan Kudarat, South Cotabato and Zamboanga Peninsula.

## **JOB FUNCTIONS**

### **Project Administration**

Provide technical support to the project's radio program component and social media component such as providing advise to TAF sub-grantees in the implementation of these components.

Technical support includes:

- Advise, monitor and assess partners' implementation of its radio program through regular feedbacking and meetings.
- Plan and implement the social media campaign component of the project which will include social media-based positive messaging training, post – training monitoring and assessment.
- Assist in managing the national communications campaign in coordination with the selected national partner.

Contribute in writing the Quarterly and Annual Report of Project PeaceConnect and other publications.

Coordinate regularly with Program Manager, APOs, M&E officer and project partners on project updates, results and outcomes.

Provide project administrative and logistics liaison support between TAF Mindanao offices and its main office in Manila.

Represent the Project PeaceConnect as directed by the Program Manager as necessary.

**Other Support**

Provide assistance to The Asia Foundation-Philippines' internal activities (i.e. staff outing, staff training, TAF events) as directed.

Other duties as assigned by the Country Representative and Program Manager.