

THE ASIA FOUNDATION PHILIPPINES
Position Description

TITLE: Assistant Program Officer

UNIT: Peace and Stability

REPORTS TO: Project Manager, Project CIRCLE

SUPERVISES: N/A

SUMMARY OF JOB RESPONSIBILITIES

The successful applicant will support the Project CIRCLE team in the project management and ensuring project deliverables are met. S/he will need to provide the needed technical, administrative, and financial support of the project. The post will be based in Cotabato City with some travel within the Mindanao, as necessary.

Internal - Interaction with the Peace and Stability Team Unit and all The Asia Foundation (TAF) staff

External - Regular contact with Peace and Stability project partners and government agencies for project implementation and monitoring

REQUIREMENTS

Experience: Minimum of two (2) years professional experience, preferably with development organizations

Education: Bachelor's degree

Other:

- Excellent verbal and written communication skills in English and Filipino
- Strong time management skills and professional organizational abilities
- With initiative, strong attention to details and ability to multi-task
- Able to take direction and work independently under general supervision
- Computer proficient in word processing, spreadsheets and database management
- Knowledge on the Philippine NGO community and government agencies particularly those working on security, public safety, and peace
- Knowledgeable of Mindanao
- Knowledge of international donor agency requirements and regulations an advantage
- Must comply with the Foundation's Child Protection, Code of Conduct, Gender Equality and other Policies.

JOB FUNCTIONS

- Assist in the project management and ensuring project deliverables are met
- Provide the needed technical, administrative, and logistical support to the project
- Provide the accurate financial reports to the Project Manager
- Coordinate with the partner organization, local government units, consultants, and other project partners
- Assist in the development of work plans and budgets
- Assist in the review of the work plans and reports from implementing partners
- Prepare progress reports, annual progress reports, project completion report and other reports as may be required
- Manage the unit's filing systems, both electronic and hard copy
- Closely coordinate with the Project Coordinator, Finance & Administrative Officer, and other key personnel of the partner organization
- Perform other duties as assigned by the Project Manager, Advisors and Senior Program Officer
- Prepare letter of grants to partners, letters of amendment and letter of contract and correspondence related to the various projects administered by the team
- Prepare monthly schedule of activities for team calendar; and
- Perform other functions as may be required by the Project Manager, Senior Program Officer, Deputy Country Representative and Country Representative.