

THE ASIA FOUNDATION PHILIPPINES
Position Description

TITLE: Assistant Program Officer, Accelerate Project

UNIT: Philippine Office

REPORTS TO: Project Manager

SUPERVISES: N/A

SUMMARY OF JOB RESPONSIBILITIES

The Assistant Program Officer (APO) will provide support to the Accelerate Women's Entrepreneurship for Peace and Prosperity in Mindanao (Accelerate) Project. S/he will work with Accelerate's Project Manager in project activity and implementation. The APO will provide support in the conduct of program-related activities and in fulfilling funder requirements.

S/he will consult with finance and administration staff on all logistical, administrative and financial aspects of program activities and grants management related to the Accelerate Project.

QUALIFICATIONS

Experience

Minimum of two years professional experience, preferably in the field of development. Experience working with an international NGO in a similar role an advantage.

Education

Bachelor's degree.

Skills and Competencies

- Excellent verbal and written communication skills in the both English and Filipino
- Able to meet deadlines and deliver quality outputs
- Strong attention to detail and ability to multi-task
- Has initiative and works well in a team environment
- Demonstrated experience with organizing events, logistic and administrative support, procurement, and coordination with suppliers/service providers
- Skilled in writing and copy-editing articles, project reports, case studies, blogs, and other information/knowledge products
- Knowledgeable of visual/graphic arts concepts and standards
- Proficient with computer and online applications, experience with Adobe Creative Suite or similar software an advantage
- Knowledge of the Philippine NGO community and government agencies an advantage

Dimensions/Others:

- Knowledge and understanding of internal processes (procurement requests, LC/LG routing, etc).
- Work is reviewed by a Supervisor
- Work includes some external interaction with partners, consultants, funders, etc. at a limited and administrative capacity
- Involves some partner management responsibilities
- Work is sometimes standardized and sometimes varied.
- Some responsibility for budget and expenditure tracking.

JOB RESPONSIBILITIES

The Assistant Program Officer, under the supervision of the Project Manager, and interacting with other TAF Program Units will have the following responsibilities:

- Take the lead in organizing events, such as meetings, workshops, and conferences
- Provide administrative, logistical, and coordination assistance to the Accelerate Project in compliance with TAF requirements and procedures
- Help the Accelerate project ensure that important USAID requirements such as progress reports and workplans are delivered in a timely and effective manner
- Assist in the identification and coordination of service providers and other suppliers, venues, and other logistical requirements
- Provide support in ensuring that important activities are properly documented
- Ensure that Accelerate has an efficient file management system
- Provide technical support in producing quality materials such as enhancing content and visual appeal
- Support the Foundation's other activities as deemed necessary by Senior Management.