TITLE: Assistant Program Officer – Youth Leadership for Democracy (Youth-Led)
REPORTS TO: Chief of Party
SUPERVISES: n/a

SUMMARY OF JOB RESPONSIBILITIES

The Youth Leadership for Democracy (Youth-Led) program works to promote youth leadership as an important element of representative democracy and the youth sector as a core actor and concern in vibrant and resilient democracies. The program will advance youth leadership and youth sector political engagement in the Philippines through three interrelated components: increasing the leadership capacity of youth; strengthening networks for youth participation in governance; and translating civil education into civic engagement.

The Assistant Program Officer (APO) will play an important role in implementing Youth-Led. The focus of the role will be administrative support to the rest of the Youth-Led team.

The APO is expected to have an entry-level understanding of project management, and be open and willing to learn TAF systems and processes.

The APO will operate in compliance with the ethics, procedures and policies of The Asia Foundation, and with USAID rules and regulations.

Internal
Daily interaction with Youth-Led’s Chief of Party (COP), its Youth Leadership Development Specialist (YLDS), Program Officers, and project team on various activities. Regular interaction with the Finance, Administration and Grants Unit of the Foundation.

External
Regular contact/coordination with Youth-Led implementing partner organizations, consultants, subgrantees and subcontractors, and other national and international institutions.

REQUIREMENTS

Experience:

- Minimum of two (2) years professional experience, preferably with development organizations.
- Some exposure to the implementation, monitoring, and reporting for development projects would be an advantage.

Education: Graduate of a bachelor’s degree
Competencies/Dimensions:

- 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
- No responsibility for budget, revenue and expenditure authority

Skills:

- Excellent verbal and written communication skills in both English and Tagalog
- Strong time management skills and professional organizational abilities
- Must be 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 MS Office
- Must comply with TAF’s Child Protection Policy, Code of Conduct and other internal policies.
- Ability to work constructively with persons of diverse religious, cultural, and social backgrounds;

JOB FUNCTIONS

- Forge collaborative and trusting professional relationships with all partners;
- Contribute to project budgeting and financial management;
- Contribute to the project reporting, with supervision;
- Provide assistance to partners/grantees as they implement program activities;
- Contribute to the monitoring of project activities in coordination with the COP, YLDS, other team members and Monitoring, Learning & Evaluation support;
- Draft Letters of Grant, Letters of Amendment, Letters of Contract and correspondence related to the Project
- Process procurement requests, approvals, solicitations of quotes and proposals for project activities
- Draft and circulate internal periodic updates and reports on project milestones and activities
- Monitor reporting schedules and due dates of Consultants’ Contracts and Sub-Award Agreements
- Provide administrative and logistical assistance to project activities, i.e. travel arrangements, events/training/workshop organizing and management
- Contribute to the project filing systems (i.e. Consultant’s contracts, Sub-Awards Agreements) in both electronic and hard copies.
- Perform other tasks as maybe assigned from time to time.