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

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 Program Officer (PO) will play a vital role in implementing Youth-Led. The focus of the role will be managing activities with a select set of Youth-Led partners, either covering a geographic focus area, or a thematic focus area.

The PO is expected to have strong project implementation experience, and previous exposure for the delivery of technical assistance to partner governments, civil society and other stakeholders.

The PO 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) 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 four (4) years of professional experience in successfully contributing to participatory governance or similar work in the Philippines is preferred.
- Some level of knowledge and familiarity with government and civil society in the Philippines desirable.
- Candidates with demonstrated experience in the implementation, monitoring, and reporting for similar sized USAID or other international donor-supported programs preferred.
**Education:** Must have an Undergraduate degree in a field relevant for Youth-Led.

**Competencies/Dimensions:**

- Monitors budget activities and expenditures
- May include some human resources responsibilities for direct reports such as coaching, control and corrective measures
- Provide inputs and support to enable the Specialist and Chief of Party to make decisions
- Draft reports with supervision
- Interaction with current and potential partners of the Foundation, internal and external auditors

**Skills/Other:**

- Ability to work constructively with persons of diverse religious, cultural, and social backgrounds;
- Must have strong-track record of working independently and in a diverse team environment;
- Strong attention to details and ability to multi-task, highly organized and efficient;
- Demonstrated time management and organizational skills;
- Computer literate in use of MS Office;
- Ability to manage information systems for project management;
- Superior spoken and written English;
- Ability to communicate effectively in Tagalog is desired.

**JOB FUNCTIONS**

- Assist the COP and YLDS in the design and implementation of activities on youth leadership.
- Monitor and report progress of project activities based on approved workplan
- Interaction with current and potential partners of the Foundation;
- Forge collaborative and trusting professional relationships with all partners;
- Contribute to project budgeting and financial management. Track project expenditures and targets for select portions of the project.
- Contribute to the project reporting, with supervision;
- Provide assistance to partners/grantees as they implement program activities;
- Supervise the monitoring of project activities in coordination with the COP, other team members and Monitoring, Learning & Evaluation support. Undertake monitoring visits to project partners to assess and ensure that activities are conducted as planned;
- Draft letters of Grant, Letters of Amendment, Letters of Contract and correspondence related to the Project.
- Draft request letters for USAID approval of subgrants and subcontracts, with supervision, in coordination with potential project partners
- Conduct due diligence on subgrantees and subcontractors pursuant to USAID conditions and regulations
- Implement and ensure compliance with the project’s Branding & Marking Plan
• Coordinate extensively with youth leaders, youth organizations, and youth coalitions to ensure timely and full implementation of project activities
• Represent the Foundation’s activities as directed by the COP or YLDS
• Assist the COP and YLDS to ensure that the project activities are implemented in accordance with TAF and USAID rules and regulations.
• Perform other tasks as maybe assigned from time to time.