

JOB DESCRIPTION

TITLE: ASSISTANT PROGRAM OFFICER
(for SaferKidsPH Project)

UNIT: Philippine Office

REPORTS TO: Program Officer

SUPERVISES: N/A

SUMMARY OF RESPONSIBILITIES

Primarily responsible for assisting the Program Officer in the implementation of the SaferKidsPH Project. This program seeks to strengthen supportive systems, operations, and structures of targeted executive, judicial, and legislative agencies to enhance relevant child protection policies and processes' responsiveness to address OSEC cases, and to improve service delivery for OSEC prevention and protection of children in selected hotspots in the country.

APO shall assist with the day-to-day activities of the Project including preparation of the required reports to the Consortium, coordination with the Department of Justice (DOJ), Department of Social Welfare and Development (DSWD), Inter-Agency Council Against Child Pornography (IACACP), Law Enforcement Agencies working with Women and Children, Committee on Family Courts and Juvenile Concerns, CSO and other government and civil society partners involved in the implementation of the SaferKidsPH.

Internal

Interaction with the Law and Human Rights Team, SaferKidsPH Project Coordination Team, Finance and Grants, and all of The Asia Foundation staff.

External

Interaction with SaferKidsPH Consortium and other partners.

REQUIREMENTS

Experience

Two or more years of relevant internship and/or working experience, which could be with NGOs, institutional partners stated above, international organizations and/or child rights NGOs.

Education

Bachelor's Degree with two or more years of relevant internship and/or working experience, which could be with NGOs, institutional partners stated above, international organizations and/or child rights NGOs.

Other

- General interest of the legislative, policy and practice requirements relating to child rights advocacy, child protection policy implementation and ability to apply to case practice and decision-making.
- General interest of child development, attachment and trauma theories as they relate to child protection policy, practice and justice issues.
- General interest and ability to participate in critical reflection, applying theoretical frameworks and referring to research, practice, and literature that inform the implementation of the project and decision-making at a basic level.
- Excellent verbal and written communication skills in both English and Tagalog
- Computer proficient in word processing, spreadsheets and database management
- Strong project management skills and professional organization abilities
- Strong detail orientation.
- With initiative, strong attention to details and ability to multi-task
- Excellent interpersonal skills
- Able to take directions and work independently under general supervision
- Proactive, positive and can-do attitude.

JOB FUNCTIONS

- Assists in the preparation and conduct of project activities such as but not limited to, project related meetings and briefings, trainings and consultations
- Assist in monitoring status of implementation of the project activities and project related communication and information dissemination plans
- Coordinate with project partners in arranging seminars and conferences
- Collate, manage and ensure proper custody of project documents and files
- Assists in the preparation of contracts and sub-grants;

- Coordinates closely with The Asia Foundation staff for matters and concerns related to the implementation of the Child Protection Project;

- Assists in tracking flow of grants and proposals for the Law and Human Right team; monitoring reporting due dates; and following up on delinquent reports;
- Responsible for sending "turn down" letters. Drafts letters of invites, activity briefers and activity reports
- Maintains the calendar for the SaferKidsPH activities;
- May be required to carry out specific administrative operational/control tasks for project/programme activities;
- Attend meetings with partners and grantees as required by the Program Officer and is responsible for drafting meeting notes

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