

NOW HIRING!

POSITION: Philippine Project Coordinator

LOCATION: Quezon City, NCR

DURATION: Project-based/Full-time

The Philippine Project Coordinator takes charge of management and implementation of one of AFAD's funded projects and all other projects in the Philippines related to it. S/he manages and implements the said project according to the Federation's overall direction in terms of research, documentation, campaign, lobby and public information work in the Philippines.

Inherent Functions:

1. Project management

- Design detailed activity plan for implementation based on the Philippine Project approved by the funder and other projects in the Philippines related to it;
- Provide input on the implementation of the project in the conduct of planned activities;
- Prepare reports to project funder/s and ensure that deadlines for project reports and proposals are met;
- Document vital and relevant activities as sources of verification for the periodic accomplishment reports;
- Regular monitoring of the project implementation based on approved activities, calendar/schedule, budget and mutually agreed results and indicators;

2. Project Implementation

- a. Assume focal responsibility in the general implementation of the project:

- Spearhead public information campaign and lobby;
 - Forge partnership and coordinate with other human rights groups and civil society organizations through participation in meetings and other activities agreed upon with these organizations;
 - Establish communication and cooperation with government agencies;
 - Prepares reports to project funder, ensure deadlines on report/proposal submission;
 - Establish and sustain contacts with media.
- b. Conduct research and documentation of recent and past cases of disappearances (Philippines) including cases not yet documented by other human rights organizations in the country and present these cases to the AFAD Secretariat.
- c. Update existing database system for recording and storage (Philippines) and regularly present the updated system to the AFAD Secretariat.
- d. Contribute articles for the Voice and draft official AFAD statements on the Philippines.
- e. Manage any Philippine - based campaign activities.
- f. Prepare bi-annual Philippine situation on enforced disappearances.
- g. Draft general allegations on the Philippines to the UN Working Group on Enforced or Involuntary Disappearances.
- h. Serve as the Campaign Officer of AFAD in the Philippines, thus, ensuring continuous campaigning and lobbying for the bill and the Convention in cooperation with the CAED.
- i. Perform other tasks as mandated by the Secretary-General.

Qualifications:

- A college graduate;
- Has at least two years of experience working in an NGO;
- Fluency in English (both oral and written). Fluency in Spanish or another foreign language is a plus;
- A team worker;
- Cultural and gender-sensitive;
- Exceptional time management skills and the ability to manage multiple tasks;
- Excellent computer skills;
- Preferably with existing contacts with embassies, schools, religious institutions, other NGOs, and government agencies.

Application Deadline: 10 April 2017

For interested applicants, please send your CV and cover letter to tonisoriano.afad@gmail.com. Address the letter to:
MS. MARY AILEEN D. BACALSO
Secretary-General
AFAD