

THE ASIA FOUNDATION PHILIPPINES
Position Description

TITLE: Assistant Program Officer - Law & Human Rights **UNIT:** Philippine Office

REPORTS TO: Senior Program Officer

SUPERVISES: N/A

SUMMARY OF JOB RESPONSIBILITIES

The Assistant Program Officer will support the Law and Human Rights unit, specifically the Empowered Movements for Rights and Gender Equality (EMERGE) project on implementation and monitoring. This is a three-year project implemented by The Asia Foundation in partnership with the U.S. Department of State, Bureau of Democracy, Human Rights and Labor (DRL), with funding from Global Equality Fund. The project will advance the human rights of persons who face discrimination, violence, or abuse on account of their real or perceived sexual orientation, gender identity, or sex characteristics in the Philippines. It will improve organizational capacity of LGBTI-led civil society organizations, increase proactive engagement from national and local service providers, and increase acceptance of LGBTI persons from family members, community leaders, and broader society.

Internal

- Extensive interaction with members and consultants of the EMERGE project, the Law and Human Rights team, as well as with the Foundation's operational units in Finance, Sub-Awards and Audit, and other Support Services

External

- Extensive interaction with the Foundation's implementing partner organizations, consultants, subgrantees, and other stakeholders

REQUIREMENTS

Education

Graduate of a Bachelor's degree

Experience

- Must have at least (1) one year relevant experience in program management and monitoring and evaluation in an INGO or NGO setting
- Must have excellent oral and written skills
- Must be proficient in MS Office, spreadsheets, and database management
- Must have strong management skills and professional organizational abilities
- Must have initiative, strong attention to detail, and ability to multi-task
- Should have excellent interpersonal skills

- Must be able to take direction and work independently under general supervision
- Must be able to work independently and must have strong attention to detail
- The following qualifications are preferred:
 - o Involvement and/or knowledge of the LGBTQ+ community and/or non-profit organizations is preferred
 - o Knowledge of international donor agency requirements and regulations
 - o Experience working with the Foundation

JOB FUNCTIONS

The APO will work with the Program Officer and Senior Program Officer to ensure smooth program operations and will undertake the following duties and responsibilities:

Program Administration

- Draft Letters of Grant, Letters of Amendment, Letters of Contract and correspondence related to I-ACT
- Collect the weekly schedule of activities of the Law and Human Rights Team
- Collect the Quarterly Activity Logs and compile for quarterly reporting
- Monitor reporting schedules and due dates of Consultants' Contracts and Sub-Awards Agreement
- Undertake monitoring visits to project partners to assess and ensure that activities are conducted as planned (subject to COVID-19 protocols)
- coordinate and liaise with EMERGE's partner organizations, consultants, subgrantees, and other stakeholders to ensure alignment with program objectives, timely delivery of outputs, and compliance with the Foundation's rules on expenditures and overall program management
- Attend activities of subgrantees and draft reports thereon
- Provide administrative and logistical assistance to project activities, e.g., travel arrangements, events/training/workshop organizing and management
- Represent the Foundation's program units as directed by the Program Officer or Senior Program Officer
- Track project expenditures and targets
- Manage the filing systems of the Law and Human Rights Unit (i.e. Consultant's contracts, Sub-Awards Agreements) in both electronic and physical forms
- Mentor partner organizations in financial and narrative reporting and in other related areas
- Provide support to the Foundation's internal activities such as Holiday Party, Staff Training, among others

Other Responsibilities

- Provide support to other on-going programs and activities of the Foundation as may be necessary and as requested by programs concerned
- Perform such other functions as may be directed by the Country Representative, the Deputy Country Representative or by the Senior Legal Adviser and Senior Program Officer

Other details:

- Work to commence by 1 September 2021
- Applicant should have no other work engagement (i.e., full time) and is willing to be based in Mandaluyong City

Deadline of Applications: 4 PM on 18 August 2021