THE ASIA FOUNDATION PHILIPPINES Position Description

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

REPORTS TO: Senior Program Officer **SUPERVISES**: Assistant Program

Officer

SUMMARY OF JOB RESPONSIBILITIES

The Program Officer will lead the day-to-day implementation of program activities, coordination with sub-awardees, reporting, and oversee the design, roll out, and implement the program MEL plan of the EMERGE (Empowered Movements for Rights and Gender Equality) project. 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

- Regular interaction with members and consultants of the EMERGE project, the Law and Human Rights team of the Foundation.

External

- Extensive interaction with the Foundation's implementing partners, consultants, non-government organizations, project beneficiaries, and donor organizations.

REQUIREMENTS

Education

Bachelor's degree in Law and has passed the Bar examinations

Experience

- Must have at least (2) two years' experience in program management and monitoring and evaluation in an INGO or NGO setting
- Must have excellent oral, written and presentation skills including ability to quickly synthesize complex technical and programmatic issues into concise communication, and develop high quality reports based on donor reporting guidelines
- Must have demonstrated ability to design, roll out and implement effective monitoring and evaluation plan, and program and Impact Evaluation
- Must have effective interpersonal and management skills proven through successful engagement with relevant stakeholders, partner organizations, and local government units

- Must be computer literate in MS Office and with strong team building, management, and administration skills
- 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 Program Officer, under the supervision of the Senior Program Officer, will undertake the following duties and responsibilities:

Program Implementation

- Manage the EMERGE project and oversee the day-to-day implementation of all its activities
- Assist in planning and scheduling of activities tracked against project budget, timeline, deliverables, and objectives
- Help facilitate roll-out of projects through conduct of preparatory activities including briefings and trainings of partners and stakeholders
- Ensure smooth and effective implementation of project activities
- Coordinate with partners and stakeholders in relation to programmatic, logistical, and financial aspects of the project
- Track implementation of on-going project activities

Monitoring and Evaluation

- Assist in developing forms and templates in line with the project's Monitoring and Evaluation Plan
- Assist in training users on Monitoring and Evaluation mechanisms and reporting
- Monitor progress of project activities using targets and indicators defined in the Monitoring and Evaluation Plan
- Prepare project reports, briefers, and success stories

Coordination with International Donor Organizations and Program Partners

- Support in the preparation of annual implementation plans, quarterly and annual reports for donors
- Ensure compliance to Monitoring and Evaluation Plans, Branding and Marking Plans, and other award agreements
- Provide regular updates to partners and stakeholders regarding implementation, results, and next steps
- Prepare talking points, presentation materials where The Asia Foundation representation is expected
- Maintain regular interaction and contact with partners and stakeholders
- Represent the Foundation's Senior Program Officer or Senior Legal Adviser

Finance, Administration, and Office Management

- Coordinate with finance, administration, HR, and IT on logistical, administrative, and financial aspects of program activities and grants management
- Coordinate with the Finance team on matters related to the budget, spending projection, and actual expenditures of the Project
- Keep track of program expenditures and work with finance unit in preparing reports and spending projections

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