

- 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