

THE ASIA FOUNDATION PHILIPPINES
Position Description

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

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

SUMMARY OF JOB RESPONSIBILITIES

The Program Officer will help manage Phase 3 of the *Strengthening Rule of Law through Legal Aid Clinics in the Philippines (Legal Aid Project)* program implemented by The Asia Foundation (the Foundation). The Legal Aid Project is a 5-year project supported by the U.S. Department of State - Bureau of International Narcotics and Legal Affairs (DOS INL) that aims to help strengthen and promote rule of law in the Philippines. The Asia Foundation works in partnership with the Supreme Court of the Philippines, the Legal Education Board (LEB), the Philippine Association for Law Schools (PALS) in the establishment of a national network of legal aid clinics and the enhancement of clinical legal education programs in law schools to increase access to free legal services. Phase 3 of the Legal Aid Project will run for 21-months beginning in August 2021 until March 2023.

Internal

Extensive interaction with the other program officers of the legal aid project, the Law and Human Rights team, and the sub awards and budget teams of the Foundation.

External

Extensive interaction with the Foundation's implementing partners and project beneficiaries.

REQUIREMENTS

Education

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

Experience

Minimum of three years development-oriented professional experience, ideally in the areas of law or public policy; professional experience in handling or managing developmental projects; specifically, those related to legal reform and access to justice.

Other

- Outstanding oral and written communication skills both in English and Filipino;
- The following qualifications are preferred:
 - Knowledge of Philippine NGO community and government agencies particularly those working on governance and/or rule of law and access to justice issues;
 - Knowledge of INL or other international donor agency requirements and regulations;
 - Experience working with the Foundation;
- Must be able to work independently and must have strong attention to detail.

JOB FUNCTIONS: Program Officer – Law & Human Rights

The Program Officer, under the supervision of the Senior Legal Advisor, will undertake the following duties and responsibilities:

- Manage the Legal Aid Project and oversee the day-to-day implementation of all its activities;
- Coordinate with the Finance team on matters related to the budget, spending projection, and actual expenditures of the Project;
- Monitor progress of project activities using targets and indicators defined in the Legal Aid Project's Monitoring and Evaluation Plan;
- Coordinate with the project partners in the implementation of the Legal Aid Project;
- Work complementarily with the other Program Officers and supervise the Assistant Program Officer under the Project;
- Prepare project reports, briefers, and success stories; and
- Represent The Asia Foundation in high level meetings in the absence of the Senior Legal Advisor and other Program Officers of the Law and Human Rights or when requested by the Senior Legal Advisor, the Deputy Country Representative, or Country Representative.

Other responsibilities

- Perform other functions as may be required by the Country Representative, Deputy Country Representative, and Senior Legal Advisor

Deadline of Applications: 4 PM on 22 August 2021

The Asia Foundation is an equal employment opportunity employer and encourage applications from all qualified individuals without regard to sex, gender identity, gender expression, sexual orientation, disability, age, national origin, color or to other non-work related factors. Support will be provided to persons with disabilities in the recruitment process.

Only shortlisted applicants will be called for an interview.