

Call for Job Application

24 July 2014

A2D Project – Research Group for Alternatives to Development, Inc. (A2D Project) is seeking applicants for the position **Project Assistant** for its project “Strengthening Capacities for a Child-Centered Disaster Risk Reduction and Management in the Municipalities of Bantayan and DaanBantayan in the Aftermath of Haiyan”.

A2D Project is an independent, non-profit organization dedicated to finding innovative alternatives to address poverty, exclusion and inequality in the Philippines, especially in the Visayas and Mindanao. Its mission is to improve lives through the advancement of evidence-based development practice and civic-driven initiatives. A2D Project’s focus areas include: 1) disaster risk reduction and climate change adaptation; 2) protection and humanitarian aid; and 3) gender, environment and sustainable development.

In 2010, A2D Project was established as a duly registered non-stock, non-profit organization with the Securities and Exchange Commission. Its office address is located at #3 Mahogany Street, El Dorado Subdivision, Banilad, Cebu City, Philippines. A2D Project’s area of coverage spans the Provinces of Cebu, Bohol, Leyte and Southern Leyte as well as some parts of Mindanao including Zamboanga, Davao City and Iligan City.

Project Background

In pursuit of its mission, A2D Project continues to take the lead in supporting initiatives that promote safer communities and sustainable development by implementing projects that reduce the impact of disasters on communities. It is in this vein that A2D Project is implementing a project funded by the United Nations Children’s Fund (UNICEF) in Typhoon Haiyan affected areas in Northern Cebu entitled “Strengthening Capacities for a Child-Centered Disaster Risk Reduction and Management in the Municipalities of Bantayan and DaanBantayan in the Aftermath of Haiyan”.

The project aims to contribute to integrating child participation in existing DRRM processes—highlighting a child’s right to survival, to protection, to clean water and sanitation, to food, to health and to education which are all affected by a disaster. The project seeks to capacitate children and other community and municipal DRR actors in advancing child-centered disaster risk reduction and management (CC-DRRM) in two municipalities in Northern Cebu, namely DaanBantayan and Bantayan.

The target beneficiaries of the project are local government authorities, school administrators and teachers as well as students, children and youth.

The key result areas and outputs of the project are:

- LGUs have child-centered and risk informed DRRM and development plans and policies;
- Youth and women's groups and school officials are regular and active members of local DRRMCs;
- Communities in program areas for modeling have the resources, knowledge, skills and systems to adopt, promote, and sustain behaviors and practices that improve safety and increase resilience to stresses and shocks; and
- Girls, boys and young people are participating in functional Barangay (village) DRRM councils.

The project will cover 2 barangays as pilot/model sites in the municipalities of Bantayan and Daanbantayan respectively.

Description of the Position

The Project Assistant is a contractual, project-based position. He/she will report to the Project Manager as well as to the Executive Director of A2D Project and will have coordinative function with other partners of the project. The Project Assistant will work in close collaboration with the Project Manager on the implementation of the project and management and supervision of project staff including but not limited to the Project Accountant, Trainings and Communications Coordinator and Youth Mobilizers. The primary responsibility of the Project Assistant is to provide project support services to the Project Manager to ensure quality, accuracy and consistency of work and activities to achieve objectives of the project.

Specific duties and responsibilities:

A. Project Management

- Maintains up-to-date project files and documents in a systematic manner in both hard and soft copies such as project contracts, files of all project staff (Contract, Job description, etc.), incoming and outgoing correspondence, reports, letters and memos, minutes of meetings, budget plans, workplans, etc.
- Assist Project Manager in day-to-day operational management of the project including M&E and budget management;
- Assist in all project activities including DRR related capacity development for partner schools and local government units as well as coordinates all activities implemented on the ground.
- Contribute to the periodic monitoring of the programme as well as the learning reviews and ensure proper documentation

B. Staff Management

- Support in advertising, screening and recruitment process of consultants and sub-contractors;
- Prepare consultants' and sub-contractors' contracts, TORs and amendments as deemed necessary;
- Manage and provide support to project staff;
- Ensure timely and accurate Daily Time Records of all project staff.

C. Reporting

- Prepares quarterly meeting and reporting to Project Advisory Group, keep records of attendance, minutes of meetings and follow up submission of relevant reports;
- Assist in the preparation of funder reports in timely manner and in required format;
- Ensure timely and regular monthly activity reports from Training and Communications Coordinator and Youth Mobilizer;
- Report regularly to and keeps the Project Manager up-to-date on project progress and problems;

D. Financial Reporting

- Ensure logistics services for the procurement of training/ office materials, equipment and IEC materials;
- Collaborate with Project Accountant in ensuring timely submission of liquidations of project staff's cash advances;
- Assist Project Accountant in preparation budget, financial reports and budget modifications as deemed necessary
- Coordinate with the Project Accountant and project staff to ensure effective tracking and timely reporting on budget expenses, including financial reports to UNICEF, monthly, quarterly and ad hoc financial reports, as required; and

E. Others

- Perform and/or support other tasks or duties as assigned by the Executive Director of A2D Project.

Qualifications

- Bachelor's degree in any Social Sciences degree;
- At least 1 year of experience managing development projects, especially those projects related to disaster risk reduction especially integrating children in DRR, participatory risk assessment, capacity vulnerability analysis and climate change adaptation. Proven experience in dealing with local governments and NGOs is desirable;
- Demonstrated written and oral communication, conflict management and excellent team building skills;

- Excellent communication skills, demonstrated leadership and the ability to work collaboratively across partners and technical disciplines;
- Builds strong relationships with project partners, focuses on impact and results and responds positively to feedback.
- Demonstrated openness to change and ability to solve problems and manage complexities.

Qualified and interested applicants, please send your application with the subject line “Project Assistant” to: a2dproject@gmail.com on or before **July 30, 2014**. Application must contain the following:

- CV with cover letter
- Copies of diplomas, certificates and relevant documents; and
- Two (2) names of references and their addresses.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.