

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 Manager** 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 Manager is a contractual, project-based position. He/she will report to the Executive Director of A2D Project and will have coordinative function with other partners of the project. The primary responsibility of the Project Manager is overall management and coordination of the project and supervision of the entire project staff including Trainings and Communication Coordinator, Community Mobilizers and Project Assistant. He/she will ensure that strategic direction and objectives of the project are achieved in a timely manner including compliance with UNICEF's administrative and financial requirements.

Specific duties and responsibilities:

A. Project Management

- Assumes the day-to-day operational management of the project including M&E and budget management;
- Develop M&E mechanism and tools for tracking project indicators and outputs;
- Lead 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.

B. Staff Management

- Provide management supervision, support and guidance to project staff;
- Conduct regular performance evaluation for all project staff; and
- Identify and provide or coordinate capacity building for project staff.

C. Reporting

- Prepare funder reports in timely manner and in required format. Develop case studies along project reports to promote project achievements;
- Reports regularly to and keeps the Project Advisory Group up-to-date on project progress and problems;
- Facilitate the design and implementation of project evaluation; and
- Provide technical inputs to document CC-DRR models, lessons learned and project good practices.

D. Financial Reporting

- 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
- Provide oversight, guidance and support to project staff in management of project finances.

E. Partnership

- Maintain and strengthen collaboration with project partners;
- Ensure that project staff relate to partners in a manner consistent with A2D Project's principles and values; and
- Build capacity of partners in DRR in coordination with project staff, effective implementation and monitoring and evaluation of project activities.

F. Others

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

Qualifications

- BA/BS Degree either in disaster management, development or related fields. Graduate degrees will be viewed as an added advantage;
- At least 5 years of experience managing development 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 professional excellence and significant years of experience developing, managing and implementing development projects;
- Demonstrated written and oral communication, conflict management and excellent team building skills;
- Practical experiences in developing and conducting DRR related training;
- Demonstrated interpersonal skills as a manager;

- 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 Manager” 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.