

Call for Job Application

24 July 2014

A2D Project – Research Group for Alternatives to Development, Inc. (A2D Project) is seeking applicants for the position **Trainings and Communication Coordinator** 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 Trainings and Communication Coordinator is a contractual, project-based position. He/she will report to the Project Manager as well as to Executive Director of A2D Project. The overall responsibility of the Trainings and Communication Coordinator is to deliver technical expertise in child-led DRR as well as to design training modules, IEC materials and conduct capacity building programs with project partner schools and local government units. The Trainings and Communication Coordinator will work as a member of the project team consisting of Project Manager, Youth Mobilizers and Project Assistant.

Specific duties and responsibilities:

A. Capacity Development

- Conduct training needs assessment and develop training plan;
- Design and develop training modules on child-led DRR;
- Organize/conduct training to project staff on child-led DRR
- Work closely with Youth Mobilizers and the LGU in the conduct of trainings at the community and municipal levels;
- Provide technical support to Youth Mobilizers in the conduct of trainings in the area; and
- Lead and coordinate all trainings to be conducted with project partners.

B. Information, Education and Communication

- Formulate, design and package project information materials;
- Lead/Facilitate in the development of IEC materials;

- Ensure that project activities are communicated to the media through press releases, media briefing and radio and TV guestings; and
- Is responsible for developing and implementing communication plans and strategies.

C. Project Management and Monitoring

- Assist the Project manager in ensuring that project objectives, outputs and outcomes are achieved in a timely manner;
- Support the Project Manager in the preparation of all project reporting requirements including financial reports;
- Supervise and monitor the implementation of activities conducted by Youth Mobilizers;
- Is responsible for the organization and facilitation of logistical arrangements for meetings and workshops;
- Facilitate and draft MOA/MOU with partner schools and local government units to outline details of partnership; and
- Assist the Project Manager in generating and compiling activity and accomplishment reports of Youth Mobilizers.

D. Networking and Coordination

- Maintain regular contact with INGOs, local NGOs and government agencies supportive of children, Youth Club, PTAs or any structure that encourage children participation in risk management;
- Attend UN OCHA, provincial and municipal organized cluster meetings for the rehabilitation of Typhoon Haiyan affected areas in Northern Cebu; and
- Build partnerships and network with other local actors in DRR and sustainable development.

E. Others

- Perform and/or support other tasks or duties as assigned by the Project Manager or 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 3 years of experience in child-led DRR project portfolio. Proven experience in dealing with local governments and NGOs is desirable;
- A solid technical expertise in child-led, child-centered, school-based DRR and IEC development;
- Demonstrated written and oral communication and excellent team building skills;
- Practical experiences in developing and conducting DRR related training;
- Strong communication and facilitation skills;

- Excellent writing skills;
- Proven ability to work effectively and creatively with diverse people and groups;
- Willingness to work a flexible schedule including evenings and weekends;
- Ability and willingness to travel;
- Computer proficient in Microsoft Word, Excel and PowerPoint and a willingness to develop additional skills as needed.

Qualified and interested applicants, please send your application with the subject line “Trainings and Communication Coordinator” 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.